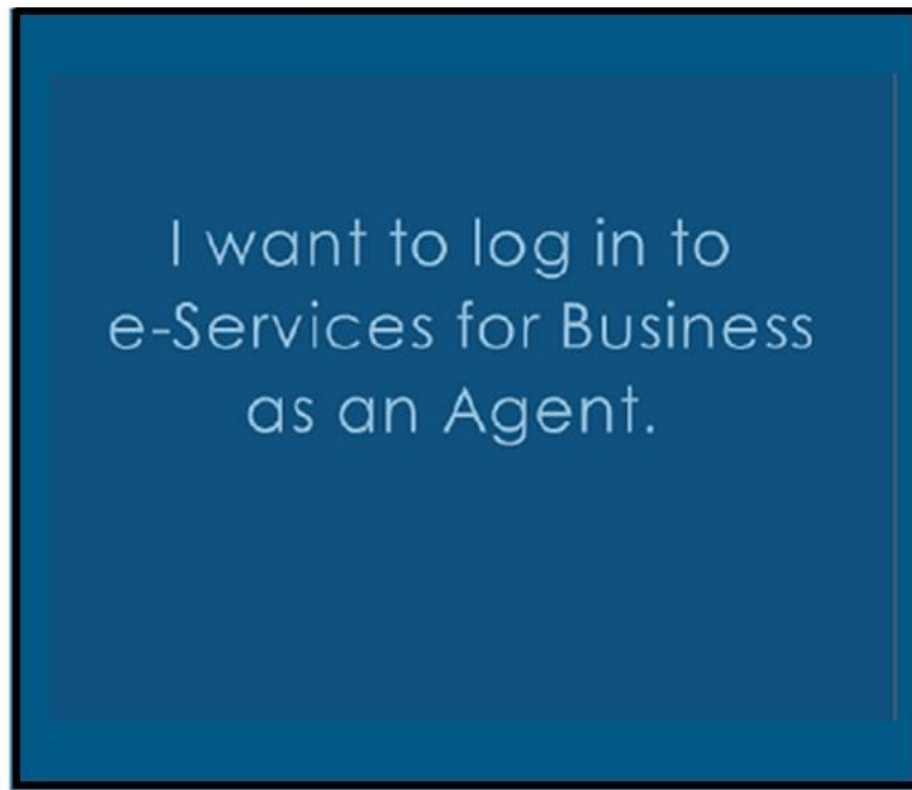


I want to log in to e-Services for Business as an Agent



Slide notes

This video is developed and presented by the California Employment Development Department (EDD) and was created to assist you with navigating e-Services for Business



This tutorial will show you how to log in to e-Services for Business as an agent and manage your clients' payroll tax accounts online. Welcome to the EDD home page. Notice all of the tabs across the top. Select the "Payroll Taxes" tab.



State of California

Employment Development Department


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Home | Payroll Taxes



Overview - Payroll Taxes

Whether you are starting a new business or are an existing employer, our goal is to help you find the resources and information that you need to succeed. Our business is your success. Use the links on this page to access State payroll tax services and information. To learn more about EDD's Tax Branch, visit [About EDD Tax](#).

New Online Services

We have expanded our **New!** e-Services for Business. Employers can register businesses, manage payroll tax accounts, file reports, and make tax payments. Payroll agents can access their clients' accounts through a third party access, which will allow the agent to maintain the clients' accounts. If you need assistance in enrolling, visit our **New!** e-Services for Business Video Tutorials. For general information about e-Services for Business, go to [e-Services for Business Advantages and Features](#).

Getting Started/Seminars

- What are State Payroll Taxes?
- Am I Required to Register as an Employer?
- Reporting Requirements
- Payroll Tax Seminars
- Recent Changes in Payroll Tax Reporting

More Getting Started/Seminars Information

e-Services for Business

- e-Services for Business Enrollment Process
- e-Services for Business Advantages and Features
- e-Services for Business Video Tutorials
- FAQ - e-Services for Business

More e-Services for Business Information

Running Your Business


- File and Pay Taxes
- New!** e-Services for Business
- Forms and Publications
- Layoff Alternatives
- Taxpayer Advocate
- Other Business Related Information

More Running Your Business Information

General Information/Report Fraud

- Advisory Groups
- Report Fraud
- Joint Enforcement Strike Force (JESF)
- Interest Rate
- Emergency and Disaster Assistance
- California Employer Newsletter

More General Information/Report Fraud



Important Links

- Register as an Employer
- Rates and Withholding
- [e-Services for Business](#)
- Reporting Requirements
- Forms and Publications




Top Links This Month

- Forms and Publications
- File and Pay Taxes
- e-Services for Business Information
- Rates and Withholding
- Am I Required to Register as an Employer



FAQs

- Payroll Taxes FAQs



Contact Us

- About Payroll Taxes

Payroll Taxes

Slide notes: Here on the "Payroll Taxes" tab, there are numerous links. With e-Services for Business, you will have access to account information 24 hours a day, 7 days a week, as well as the ability to file and pay California payroll taxes online.

You can access e-Services for Business by selecting one of these links.



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Employment Development Department

Wednesday, November 21, 2012



e-Services for Business

Welcome to e-Services for Business. Employers can manage payroll tax accounts, file reports, make tax payments, register businesses, and more. Visit the [e-Services for Business Enrollment Information](#) page for general information.

Browser Requirements: To protect your security and our site, you must use a browser that supports 128-bit encryption. EDD Web pages are best viewed with Internet Explorer (IE) 8.0 and above. If you are using an outdated browser, some features may not work correctly. Please update your browser before proceeding. If you do not have the latest version of IE, it can be downloaded from [Microsoft Internet Explorer](#).

[e-Services for Business Login](#)

- Enroll for e-Services for Business username and password.
- View and make changes to your employer account(s).
- File your returns and reports (including file attachments).
- File your *Report of New Employee(s)* (DE 34)
- File your *Report of Independent Contractor(s)* (DE 542)
- Make your *Payroll Tax Deposit* (DE 88) or any other payments.

[Employer Payroll Tax Account Number Registration](#)

- Register for Employer Payroll Tax Account Number.

[Payroll Tax Rates](#)

- Request your current and past three years payroll tax rates.

[Bulk Transmissions](#) (XML and Web Services)

- File your returns and reports.
- Make your *Payroll Tax Deposit* (DE 88).

[Vendor Payments](#)

- [Credit Card: Payroll Tax Deposit](#) (DE 88) or other payments.
- [Electronic Funds Transfer: Payroll Tax Deposit](#) (DE 88).

[California Employer's Guide](#) (DE 44) and the [Household Employer's Guide](#) (DE 8829)

- [Submit a request to receive an annual mailing.](#)



Important Links

- [Update User Profile](#)
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [EDD Home](#)



FAQs

- [e-Services for Business](#)



Contact Us

- [About Payroll Taxes](#)




Related Links

- [Franchise Tax Board](#)
- [Board of Equalization](#)
- [Child Support Services](#)


e-Services for Business

Slide notes: Select "e-Services for Business Login."



State of California
Employment Development Department

Wednesday, November 21, 2012



e-Services for Business Login

All employers and agents must enroll when using e-Services for Business for the first time. Payroll agents are advised to **only enroll once**, and use e-Services for Business to establish multiple client accounts.

Browser Requirements: To protect your security and our site, you must use a browser that supports 128-bit encryption. EDD Web pages are best viewed with Internet Explorer (IE) 8.0 and above. If you are using an outdated browser, some features may not work correctly. Please update your browser before proceeding. If you do not have the latest version of IE, it can be downloaded from [Microsoft Internet Explorer](#).

New User: [Enroll for a username and password](#)

Username:


Password:

[Forgot username?](#)
[Forgot password?](#)

Note: Password is case sensitive


Login

Having problems logging in? Visit the [FAQ - General Questions](#) to assist you.




Important Links

- [e-Services for Business](#)
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [EDD Home](#)




FAQs

- [e-Services for Business](#)



Contact Us

- [About Payroll Taxes](#)



Related Links

- [Franchise Tax Board](#)
- [Board of Equalization](#)
- [Child Support Services](#)


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Auxiliary aids and services are available upon request to individuals with disabilities.
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Login

Slide notes: You should already have a username and password established. Enter your username and password and select "Login" to begin using e-Services for Business.

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[e-Services Authorization](#)

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Submit

Authorization

Complete this one-time authorization to use e-Services for Business. If your Registration Type is Employer, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: [Registration Type](#)

Submit

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Authorization

Slide notes: On your first visit, you will need to complete this one-time authorization process to use e-Services for Business. Step 1. Select "Registration Type."

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Submit

Select "Agent/Employer Representative" if you are:

An agent, payroll agent, third-party representative, bookkeeper, or accountant that represents one or more employers. Enter your own information, not your client's, in completing the e-Services authorization process. After you have completed the e-Services authorization process, you may add access to employer accounts you represent by answering security questions about the employer.

Filing the Report of Independent Contractor(s) (DE 542) as a service recipient and you are not a California employer. This type of enrollment allows you to complete the e-Services Authorization page and file the DE 542 as a service recipient without registering for a California employer payroll tax account number.

Filing the Report of Independent Contractor(s) (DE 542) as a representative of a registered California employer, but do not have full authorization to the employer's payroll tax account. This type of enrollment allows you to complete the e-Services Authorization page and file the DE 542 as a representative without having full authorization to the employer's payroll tax account.

Select "Employer" if you are:

A California employer with an active California employer payroll tax account number, to file your returns, make payments electronically, and view your past returns and payments. If you need to register for a California employer payroll tax account number, click on the link below:

<https://eddservices.edd.ca.gov/tap/open/ezreg>

Type of Enrollment Required

OK Cancel

Submit

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Slide 7

Slide notes: The two types of enrollment are either an "Agent/Employer Representative" or "Employer." Please take a moment and read this important message. Take time and find out what type of enrollment you want to utilize, this is a detailed explanation of the two choices.

In this example, we are going to choose "Agent/Employer Representative."

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Select "Agent/Employer Representative" if you are:

An agent, payroll agent, third-party representative, bookkeeper, or accountant that represents one or more employers. Enter your own information, not your client's, in completing the e-Services authorization process. After you have completed the e-Services authorization process, you may add access to employer accounts you represent by answering security questions about the employer.

Filing the Report of Independent Contractor(s) (DE 542) as a service recipient and you are not a California employer. This type of enrollment allows you to complete the e-Services Authorization page and file the DE 542 as a service recipient without registering for a California employer payroll tax account number.

Filing the Report of Independent Contractor(s) (DE 542) as a representative of a registered California employer, but do not have full authorization to the employer's payroll tax account. This type of enrollment allows you to complete the e-Services Authorization page and file the DE 542 as a representative without having full authorization to the employer's payroll tax account.

Select "Employer" if you are:

A California employer with an active California employer payroll tax account number, to file your returns, make payments electronically, and view your past returns and payments. If you need to register for a California employer payroll tax account number, click on the link below:

<https://eddservices.edd.ca.gov/tap/open/ezreg>

Type of Enrollment: **Agent/Em**

Type of ID you would like to enroll with: **FEIN** (selected), Social Security Number

ID Number: **Required**

Country: **Required**

ZIP Code: **Required**


Submit

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Slide 8

Slide notes: You have a choice of Social Security Number (SSN) or Federal Employer Identification Number (FEIN). If you are currently a business with a FEIN, you may select it.

If you are an individual, you may select Social Security Number. For this example, we select "Social Security Number."



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Submit

Authorization

Complete this one-time authorization to use e-Services for Business. If your Registration Type is Employer, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

✓ Step 1: [Registration Type](#)

Type of Enrollment: Agent/Employer Representative


Step 2: [Agent Information](#)

Submit

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Slide 10

Slide notes: Step 2. Select "Agent Information."



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Please enter your own information, not your client's, in completing the e-Services authorization process. After you have completed the e-Services authorization process, you may add access to employer accounts you represent by answering security questions about the employer.

Organization Type

Individual / Sole Proprietor

First Name

AGENT

Ex: John

Last Name

REP

Ex: Doe

Location Address

123 ANYSTREET

Ex: 123 Anywhere St

City

ANYCITY

Ex: Anyplace

State

CALIFORNIA

Ex: California

ZIP Code

95814

Ex: 90000

Country

USA

Ex: USA

OK

Cancel


Submit

Submit

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Slide 11

Slide notes: Complete this page with your own information, not your clients. When the information is completed. Select, "OK."



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Authorization

Complete this one-time authorization to use e-Services for Business. If your Registration Type is Employer, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

✓ Step 1: [Registration Type](#)

Type of Enrollment: Agent/Employer Representative

✓ Step 2: [Agent Information](#)


Name: REP, AGENT

Submit

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Slide 12

Slide notes: Now we are ready to submit this request. Select "Submit."



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e-Services Authorization

Submit

Authorization

Complete this one-time authorization to use e-Services for Business. If your Registration Type is Employer, be prepared to provide one of the following types of information:

- UI Reserve Account Balance, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the Last Three Payments received by EDD; Or
- The Last Total Subject Wages, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: Registration
Type of

Step 2: Agent In
Name:

Are you sure you want to submit this request?

OK

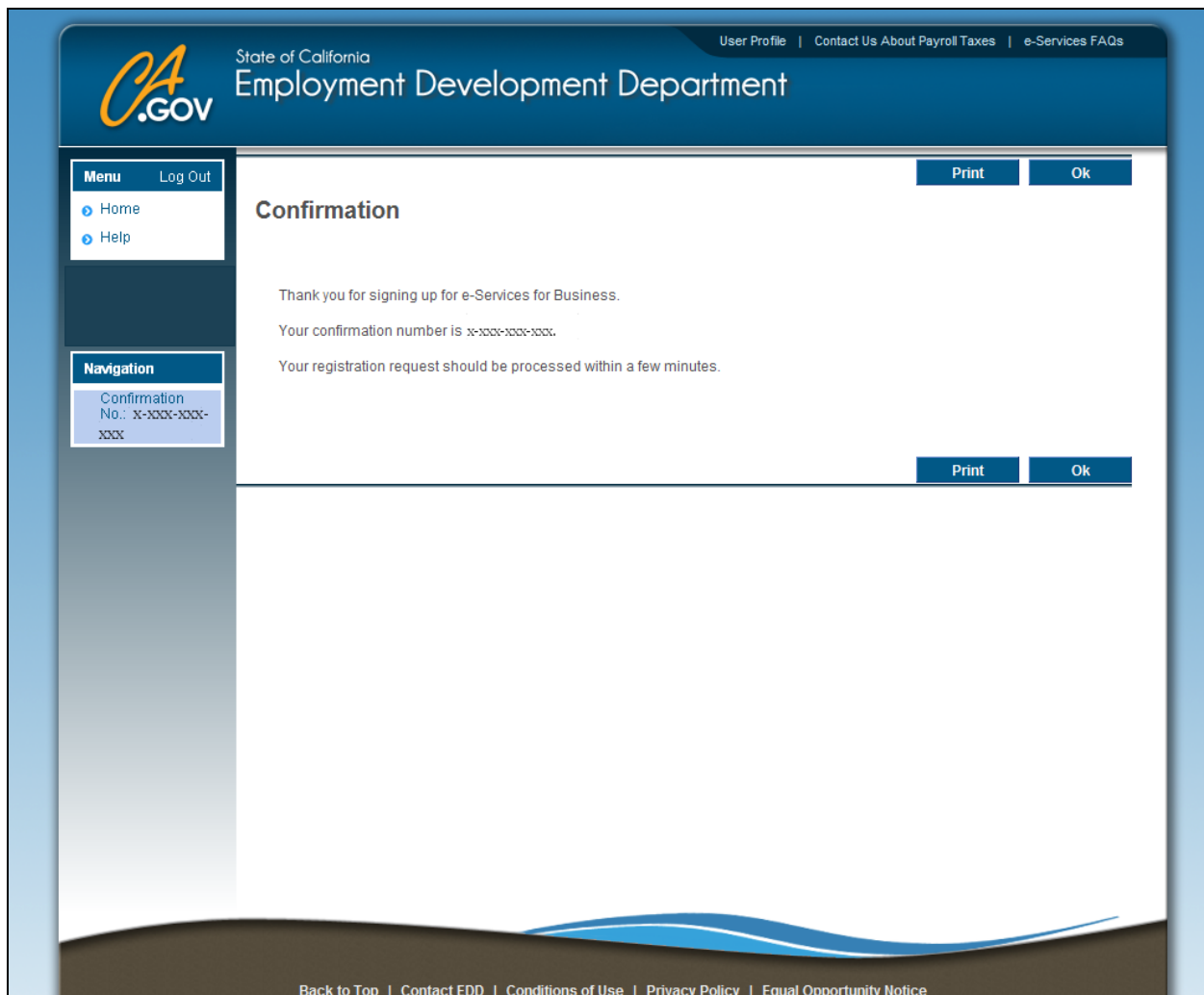
Cancel

Submit

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Slide 13

Slide notes: Are you sure you want to submit the request? Select "OK."



Slide 14

Slide notes: Here is the confirmation number that your registration request is being processed. Select, "OK" to continue.



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[File Rpt. of Ind. Contractors](#)
[Register a New Account \(DE 1\)](#)

AGENT REP

Taxpayer ID	XXXX-XXXXXXX
Balance	\$0.00

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location	123 ANYSTREET
Address	ANYCITY CA 95814
Residence	
Address	

[ACCOUNTS⁰](#)
[REQUESTS⁰](#)
[MESSAGES⁰](#)

MY ACCOUNTS⁰

MY ACCOUNTS

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Account ID	Account Type	Name	Frequency	Address	Balance
------------	--------------	------	-----------	---------	---------


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Add Access to Another Account

Slide notes: Here we are at the "My Accounts" screen, this screen shows you a summary of your enrollment information. The summary section displays your profile details including taxpayer names and addresses.

Now we have options, select the hyperlinks in this section to navigate to windows that allow you to perform the stated action. Select "Add Access to Another Account," from the "I Want To ..." section in order to gain access to your client's account.

These steps would need to be repeated to gain access for each client account number.



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Search

Cancel

Add Access to Another Account

To add access to another account, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: Select Account Type

Account Type

1. Employment Tax

2. DIEC (DI Elective Coverage)

3. School Employees Fund

4. DIR Collection


Search

Cancel

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Slide notes: Select "Account Type." For this example we select "Employment Tax."



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Search Cancel

Add Access to Another Account

To add access to another account, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: Select Account Type

Account Type

1. Employment Tax

Step 2: Authorization Questions

Account Number

xxx-xxxx-x

Country

USA

ZIP Code

95816

Choose an additional question to answer

1. Total Subject Wage Reported

Enter Total Subject Wages from the most recent Wage Report

5,700.00


Enter your authorization information. When you are done, select Search.

Search Cancel

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Slide notes: Choose an additional question to answer. We chose "Total Subject Wage Reported."



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SubmitCancel

Add Access to Another Account

To add access to another account, be prepared to provide one of the following types of information:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Three Payments** received by EDD; Or
- The **Last Total Subject Wages**, from the most recent Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: Select Account Type

Account Type1. Employment Tax

Step 2: Authorization Questions

Account NumberXXX-XXXX-X

CountryUSA

ZIP Code95816

Choose an additional question to answer1. Total Subject Wage Reported

Enter Total Subject Wages from the most recent Wage Report5,700.00

The account number you are trying to gain access to is XXX-XXXX-X. Click Submit to add access to this account.

SubmitCancel

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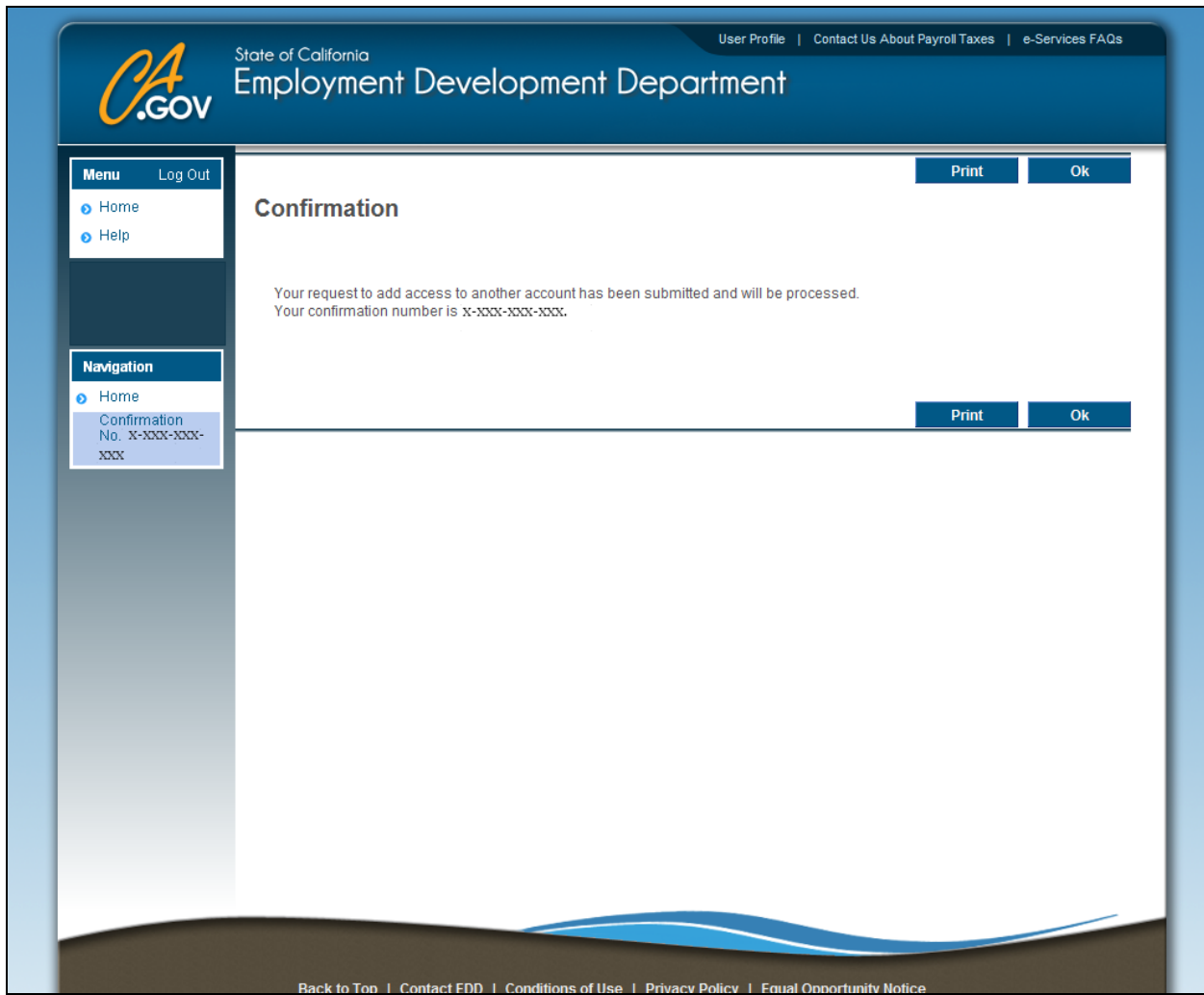
Privacy Policy

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Slide 18

Slide notes: Select "Submit" to continue.



Slide 19

Slide notes: The request to add access to another account has been submitted and will be processed. Select "OK" to continue.



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[Register a New Account \(DE 1\)](#)

AGENT REP

Taxpayer ID
Balance

XXXX-XXXXXX
\$6,992.52

NAMES AND ADDRESSES

Legal Name
DBA Name
Location
Address
Residence
Address

AGENT REP

123 ANYSTREET
ANYCITY CA 95814

ACCOUNTS² REQUESTS⁰ MESSAGES⁰

OTHER ACCOUNTS²

OTHER TAXPAYER'S ACCOUNTS

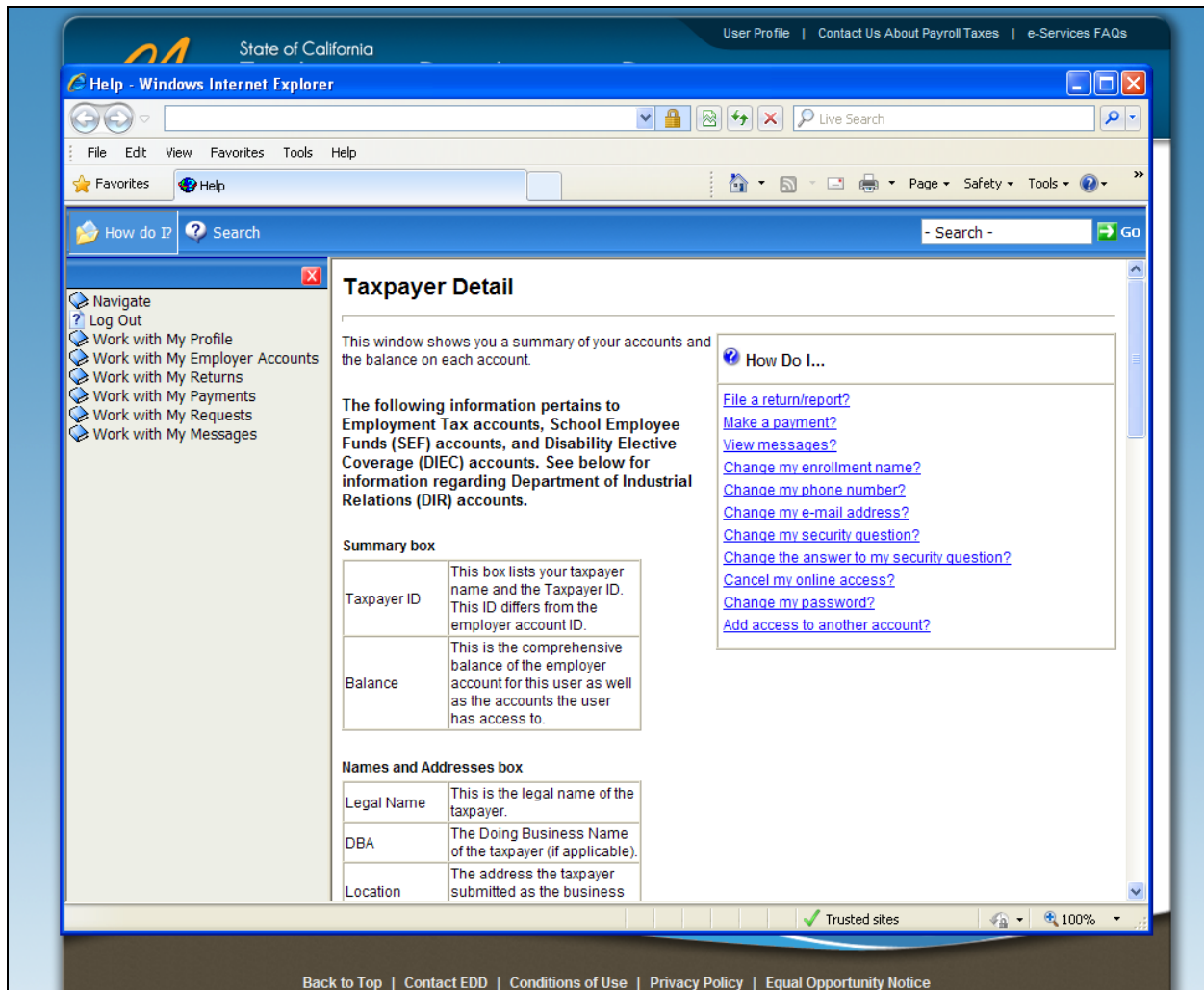
Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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My Accounts

Slide notes: As you can see we added access to a second account. This is the my accounts screen. Before we go any further, selecting help will open a separate window to view assistance. The "Help" link is available here on every page.



Help

Slide notes: Here on the "Help" screen, you can find assistance to help you navigate through our system. This section lists the tasks you might need to manage your payroll tax account online. The help displayed is in relation to the screen you are currently on. Please close the window when finished.



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- View My Profile
- Add Access to Another Account
- Make multiple payments
- Attach a Return File
- Attach a Bulk Payment File
- Submit Bulk Rate Inquiry
- File Rpt. of Ind. Contractors
- Register a New Account (DE 1)

AGENT REP

Taxpayer ID	XXXX-XXXXXX
Balance	\$6,992.52

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location Address	123 ANYSTREET ANYCITY CA 95814
Residence Address	

ACCOUNTS² **REQUESTS⁰** **MESSAGES⁰**

OTHER ACCOUNTS²


OTHER TAXPAYER'S ACCOUNTS
[Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Slide 22

Slide notes: Now we are going to view "My Profile." This is where the payroll agent or representative can add, edit, and delete bank information.



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PROFILE

I WANT TO...
[Cancel My Online Access](#)

Web Name: AGENT REP
 Phone 1: (916) 555-1212
 Phone 2:
 E-mail: a.rep@sunnyvale.com

MY ACCOUNTS
OTHER ACCOUNTS
MANAGE LOGINS

ACCOUNT PAYMENT SOURCES
OTHER PAYMENT OPTIONS


MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS
[Filter](#)

Name	Account Type	Account ID	Payment Source

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Slide 23

Slide notes: From here we are going to select "Other Accounts."



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PROFILE

[I WANT TO...](#)
[Cancel My Online Access](#)

Web Name: AGENT REP
 Phone 1: (916) 555-1212
 Phone 2:
 E-mail: a.rep@sunnyvale.com

[MY ACCOUNTS](#) | [OTHER ACCOUNTS](#) | [MANAGE LOGINS](#)

[ACCOUNT PAYMENT SOURCES](#) | [OTHER PAYMENT OPTIONS](#) | [SHARED PAYMENT SOURCES](#)


MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT [Filter](#)

Name	Account Type	Account ID	Payment Source
LITTLE JANE	Employment Tax	XXX-XXXX-X	Setup
LITTLE JAMES	Employment Tax	XXX-XXXX-X	Setup

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Add Payment Source

Slide notes: Then we are going to select "Shared Payment Sources."



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PROFILE

I WANT TO...

[Cancel My Online Access](#)

Web Name: AGENT REP
 Phone 1: (916) 555-1212
 Phone 2:
 E-mail: a.rep@sunnyvale.com

MY ACCOUNTS
 OTHER ACCOUNTS
 MANAGE LOGINS

ACCOUNT PAYMENT SOURCES
 OTHER PAYMENT OPTIONS
 SHARED PAYMENT SOURCES

MANAGE PAYMENT INFORMATION AVAILABLE FOR ALL ACCOUNTS


Add Filter

Source Name	Account Type	Bank Name	Routing Number	Account Number

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Slide 25

Slide notes: From here you select "Add."



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SaveCancel

Payment Source

PAY TO THE ORDER OF

Source Name

Bank Account Type

Routing Number

Account Number


Confirm Account Number

SaveCancel

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Slide 26

Slide notes: Enter a source name for the shared bank account. For this example we are going to name it "My EDD Shared Agent Bank Account." In the "Payment Source" window, "Bank Account Type" is a choice between "Checking" or "Savings."



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Save

Cancel

Payment Source

PAY TO THE ORDER OF

Employment Development Department

BANK OF AMERICA, N.A.

Source Name

My EDD Shared Agent Bank Account

Bank Account Type

Checking

Routing Number

121000358

Account Number

12345

Confirm Account Number

12345

Save


Cancel

Back to Top

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Slide 27

Slide notes: Then enter the correct routing number, account number, and then confirm the account number. When completed, select "Save."



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PROFILE

I WANT TO...

[Cancel My Online Access](#)

Web Name: AGENT REP
 Phone 1: (916) 555-1212
 Phone 2:
 E-mail: a.rep@sunnyvale.com

MY ACCOUNTS
 OTHER ACCOUNTS
 MANAGE LOGINS

ACCOUNT PAYMENT SOURCES
 OTHER PAYMENT OPTIONS
 SHARED PAYMENT SOURCES


MANAGE PAYMENT INFORMATION AVAILABLE FOR ALL ACCOUNTS
 [Add](#)
[Filter](#)

Source Name	Account Type	Bank Name	Routing Number	Account Number
My EDD Shared Agent Bank Account	Checking	BANK OF AMERICA, N.A.	121000358	****2345

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Slide 28

Slide notes: Notice that we can see the bank account information now. Select "Home" to continue.



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[Make multiple payments](#)
[Attach a Return File](#)
[Attach a Bulk Payment File](#)
[Submit Bulk Rate Inquiry](#)
[File Rpt. of Ind. Contractors](#)
[Register a New Account \(DE 1\)](#)

AGENT REP
 Taxpayer ID: XXXX-XXXXXX
 Balance: \$6,992.52

NAMES AND ADDRESSES
 Legal Name: AGENT REP
 DBA Name:
 Location: 123 ANYSTREET
 Address: ANYCITY CA 95814
 Residence Address:

[ACCOUNTS²](#) [REQUESTS⁰](#) [MESSAGES⁰](#)

OTHER ACCOUNTS²


OTHER TAXPAYER'S ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Bulk Rate Inquiry

Slide notes: To save time we added access to another client account. Now we are going to select "Submit Bulk Rate Inquiry."



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Submit a Bulk Rate Inquiry

Cancel

Step 1: Enter Account IDs

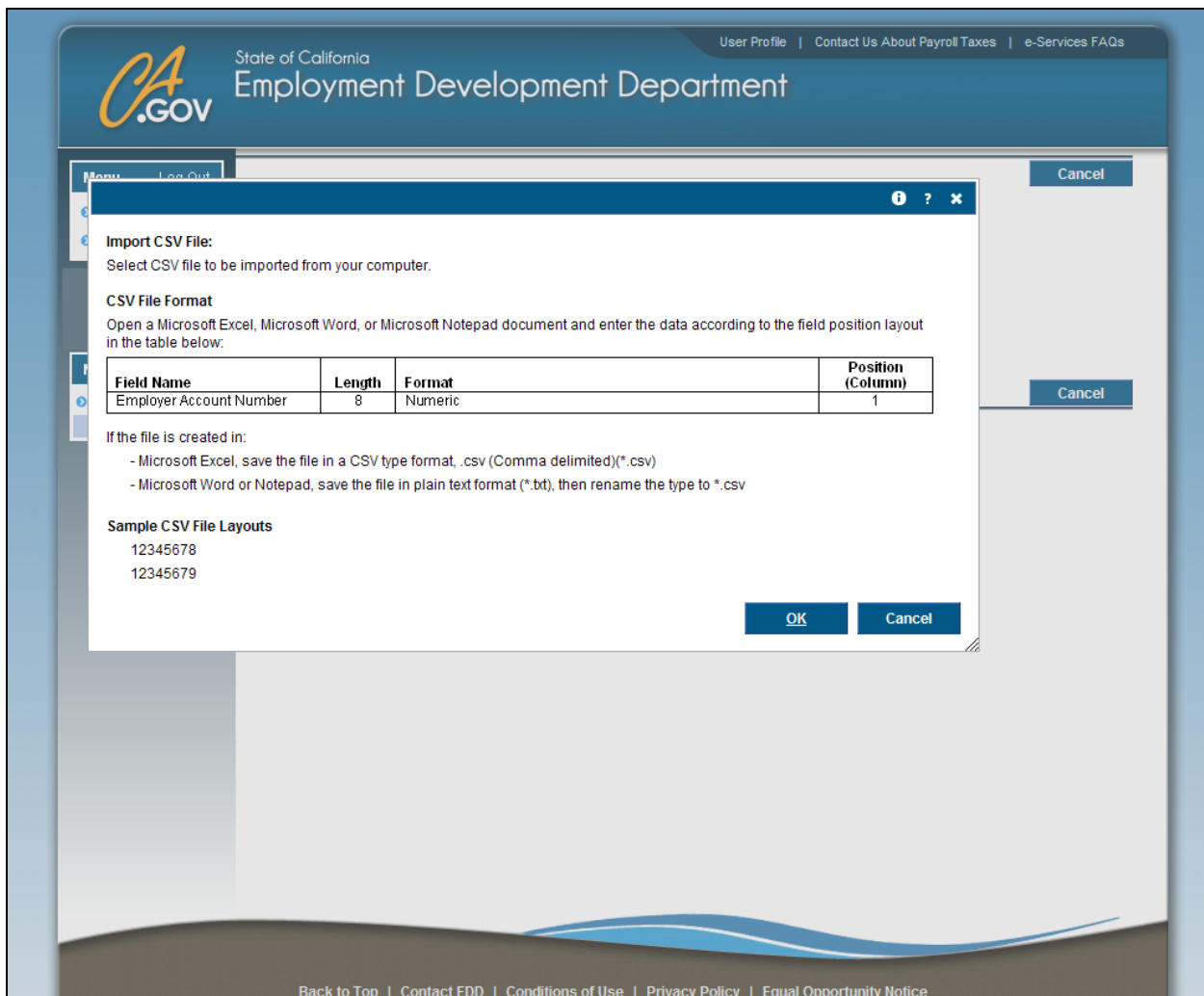
[Type in Account IDs](#) OR [Import File of Account IDs](#) ([CSV Instructions](#))

Cancel

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Slide 30

Slide notes: Select the "CSV Instructions" link.



Slide 31

Slide notes: Here are the instructions provided to import a CSV file from your computer. When you are finished viewing, select "OK" to continue.



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[Bulk Rate Inquiry](#)

Submit a Bulk Rate Inquiry

Cancel

Step 1: Enter Account IDs

[Type in Account IDs](#) OR [Import File of Account IDs](#) ([CSV Instructions](#))

Cancel

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Slide 32

Slide notes: Step 1. Select "Import File of Account IDs."

CA.GOV State of California Employment Development Department

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- Bulk Rate Inquiry

Submit a Bulk Rate Inquiry

Step 1: Enter Account IDs

[Type in Account IDs](#) OR [Import File of Account IDs](#) ([CSV Instructions](#))

Cancel

Cancel

Select a file to import:

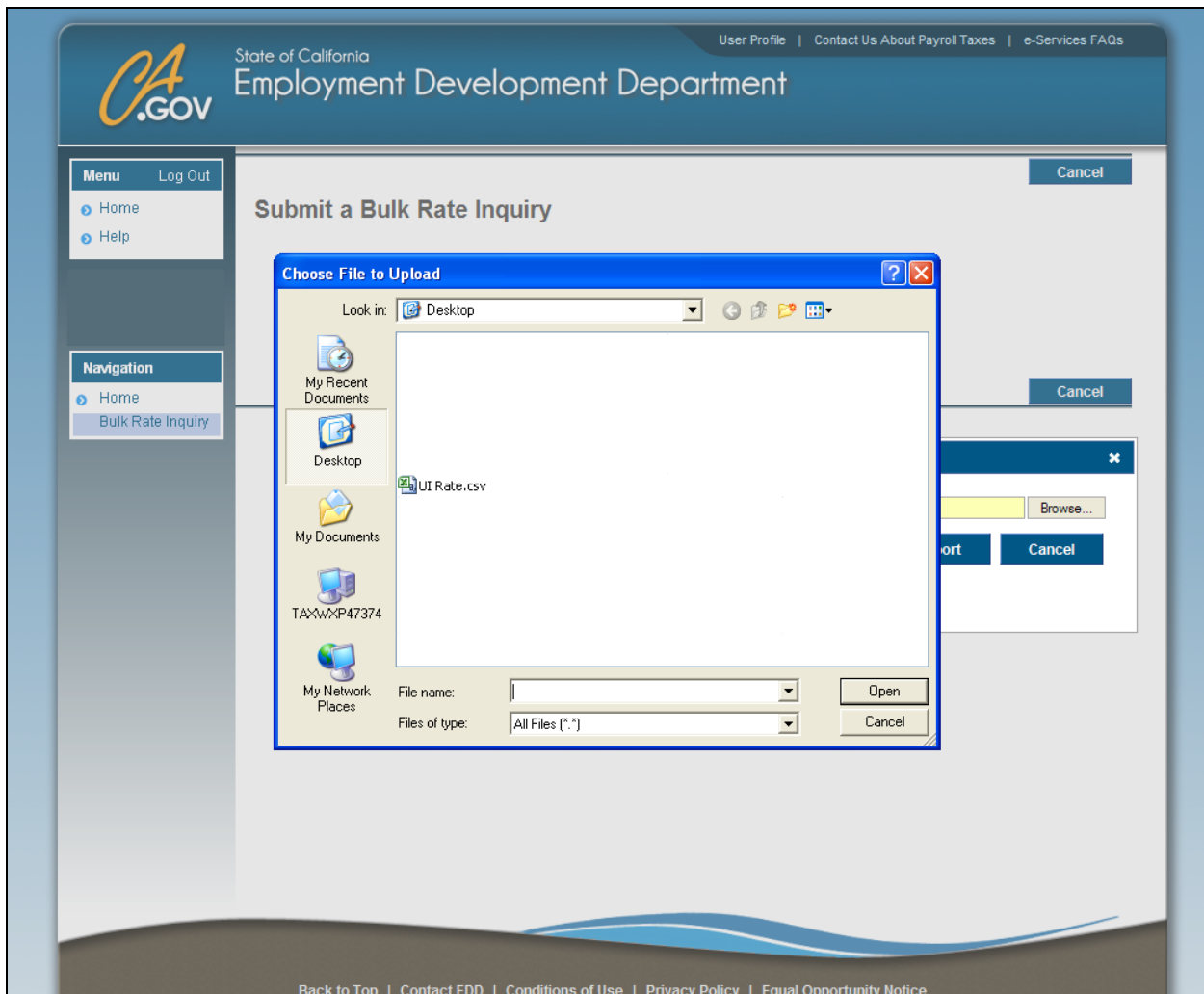
Browse...

Import Cancel

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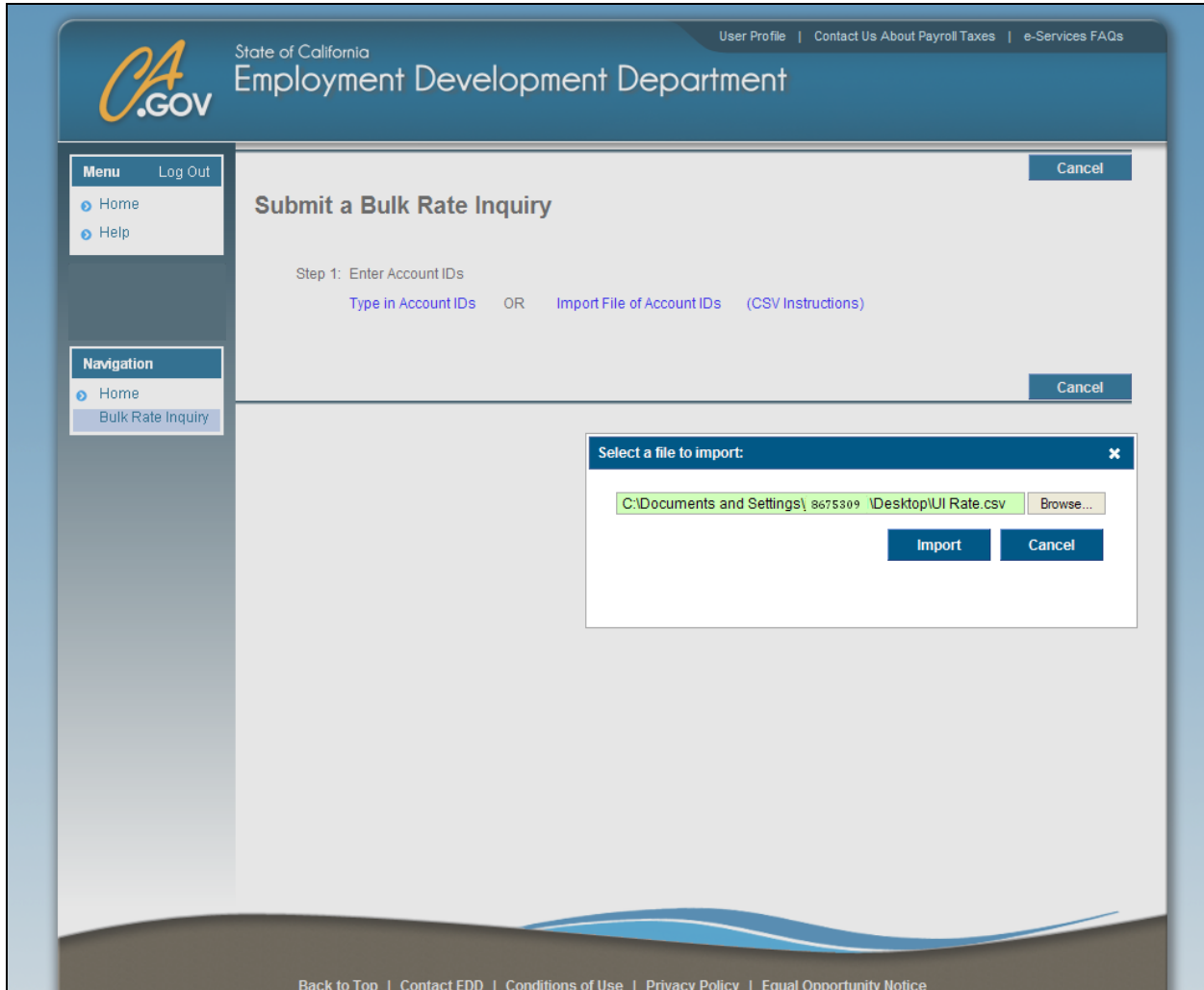
Slide 33

Slide notes: Select "Browse" for the file you want to import.




Slide 34

Slide notes: Choose the correct file to import, and then select "Open" to import the attachment.



Slide 35

Slide notes: Now you can see the file. Select "Import" to complete your inquiry.



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- Bulk Rate Inquiry

Submit a Bulk Rate Inquiry

Cancel

Step 1: Enter Account IDs

Type in Account IDs OR Import File of Account IDs (CSV Instructions)

2 account(s) to process

Step 2: Select Rate Year

2012 2013

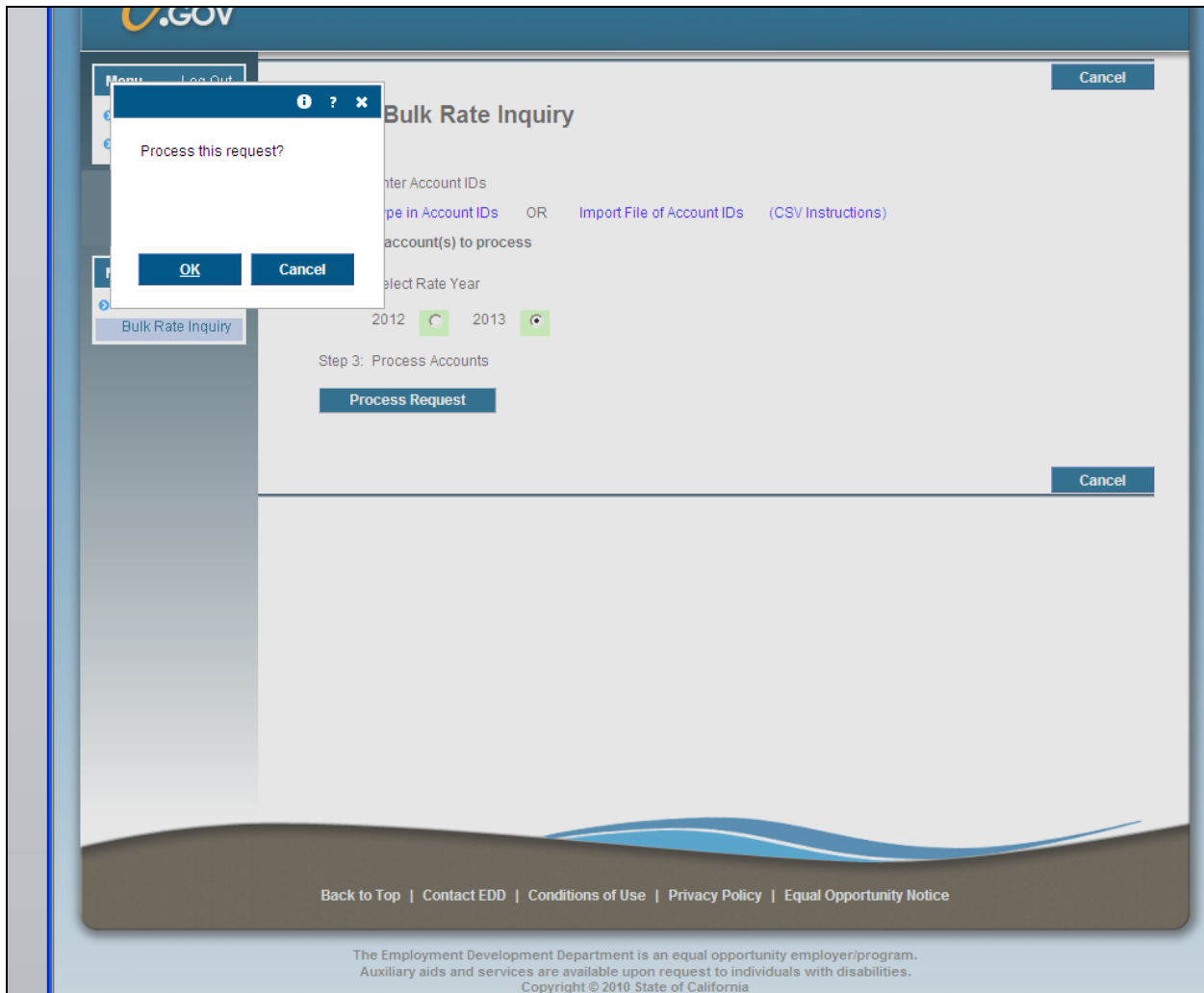
Step 3: Process Accounts

Process Request

Cancel


Slide 36

Slide notes: For this example we will choose "2013." If the EDD has Unemployment Insurance information for future years the option will be available to you. Select "Process Request" to continue.



Slide 37

Slide notes: Select "OK" to process this request.



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- Bulk Rate Inquiry

Submit a Bulk Rate Inquiry

Cancel


Employer Account Number	UI Rate %	ETT Rate %	Request Status	Year
XXX-XXXX-X	4.30	0.10		2012
XXX-XXXX-X	6.20	0.00		2012

Cancel

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Slide 38

Slide notes: Here is the rate for these two account numbers. Select "Cancel" to continue.



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[File Rpt. of Ind. Contractors](#)
[Register a New Account \(DE 1\)](#)

AGENT REP

Taxpayer ID

xxxx-xxxxxx

Balance

\$6,992.52

NAMES AND ADDRESSES

Legal Name

AGENT REP

DBA Name

Location Address

123 ANYSTREET
ANYCITY CA 95814

Residence Address

ACCOUNTS²

REQUESTS⁰

MESSAGES⁰

OTHER ACCOUNTS²

OTHER TAXPAYER'S ACCOUNTS

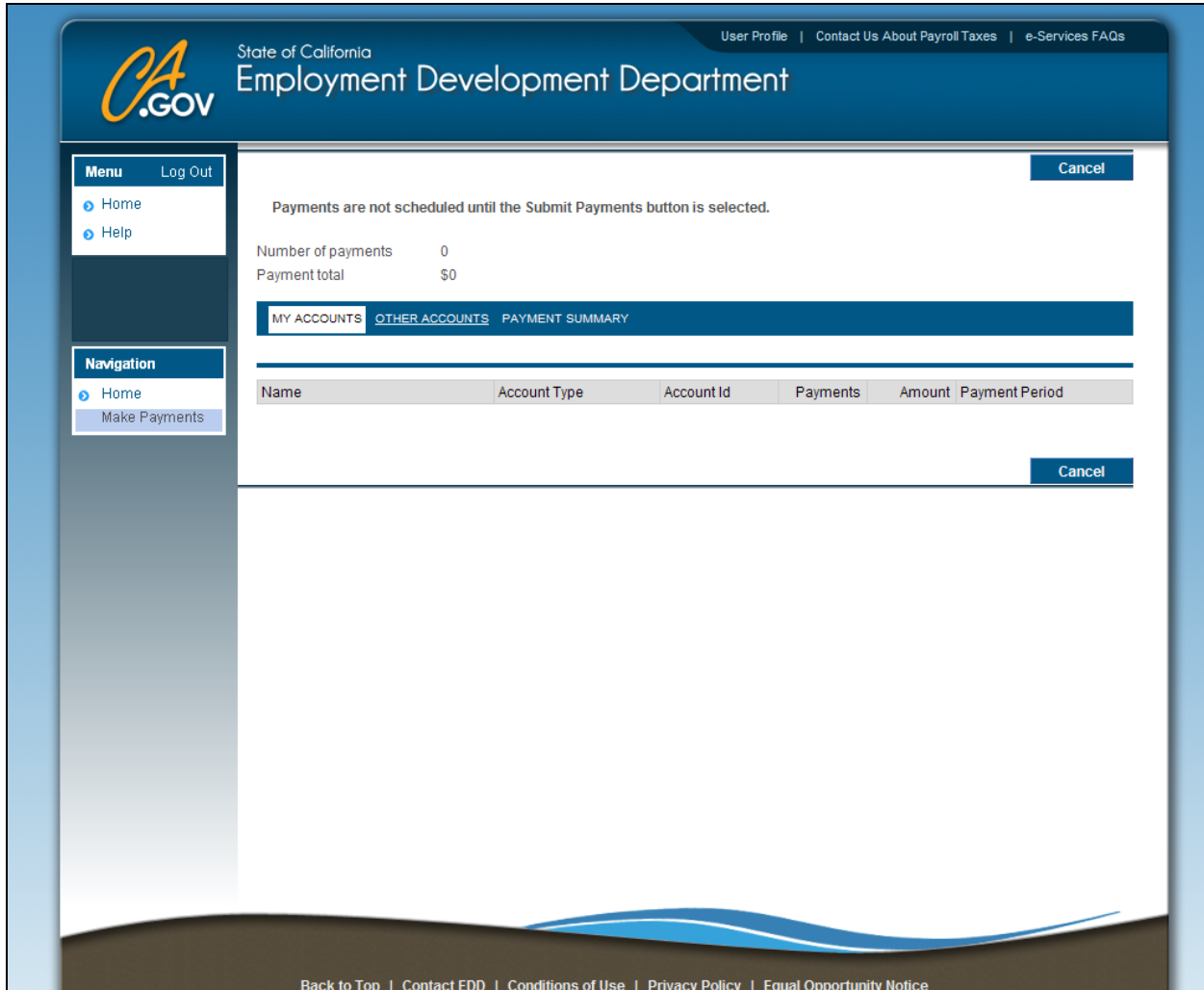
Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Slide 39

Slide notes: Now we can make a payment, select "Make multiple payments."



Slide 40

Slide notes: From here you select "Other Accounts."



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Cancel

Payments are not scheduled until the Submit Payments button is selected.

Number of payments

0

Payment total

\$0

MY ACCOUNTS

OTHER ACCOUNTS

PAYMENT SUMMARY

Name	Account Type	Id	Payments	Amount	Payment Period
LITTLE JANE	Employment Tax	xxx-xxxx-x	0.00	0.00	Add Payment
LITTLE JAMES	Employment Tax	xxx-xxxx-x	0.00	0.00	Add Payment

Cancel

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Slide 41

Slide notes: Select the "Add Payment" to continue.



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Period List

Name:

LITTLE JANE

Account:

Employment Tax XXX-XXXX-X

CHOOSE PERIOD TO PAY TAX FOR


1

2

Period	Description	Payments	Amount	Payment Period
1st Quarter 2013	For the period beginning 01-Jan-2013 and	0.00	0.00	Add Payment
4th Quarter 2012	For the period beginning 01-Oct-2012 and	0.00	0.00	Add Payment
3rd Quarter 2012	For the period beginning 01-Jul-2012 and			
2nd Quarter 2012	For the period beginning 01-Apr-2012 and			
1st Quarter 2012	For the period beginning 01-Jan-2012 and			
4th Quarter 2011	For the period beginning 01-Oct-2011 and			
3rd Quarter 2011	For the period beginning 01-Jul-2011 and			
2nd Quarter 2011	For the period beginning 01-Apr-2011 and			
1st Quarter 2011	For the period beginning 01-Jan-2011 and			
4th Quarter 2010	For the period beginning 01-Oct-2010 and			
3rd Quarter 2010	For the period beginning 01-Jul-2010 and			
2nd Quarter 2010	For the period beginning 01-Apr-2010 and			
1st Quarter 2010	For the period beginning 01-Jan-2010 and			
4th Quarter 2009	For the period beginning 01-Oct-2009 and			
3rd Quarter 2009	For the period beginning 01-Jul-2009 and			
2nd Quarter 2009	For the period beginning 01-Apr-2009 and			
1st Quarter 2009	For the period beginning 01-Jan-2009 and			
4th Quarter 2008	For the period beginning 01-Oct-2008 and			
3rd Quarter 2008	For the period beginning 01-Jul-2008 and			
2nd Quarter 2008	For the period beginning 01-Apr-2008 and			
1st Quarter 2008	For the period beginning 01-Jan-2008 and			
4th Quarter 2007	For the period beginning 01-Oct-2007 and			
3rd Quarter 2007	For the period beginning 01-Jul-2007 and			
2nd Quarter 2007	For the period beginning 01-Apr-2007 and			
1st Quarter 2007	For the period beginning 01-Jan-2007 and			

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Slide notes: Select the correct "Payment Period" for which you want to pay.



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Period List

Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

If the payment funding source is an International ACH transaction, you have to allow the ID, 3282533055 through any debit blockers.

LITTLE JANE

Employment Tax XXX-XXXX-X

Bank Debit Date 23-Nov-2012

PAY TO THE ORDER OF

Employment Development Department

0.00

MEMO: 1st Quarter 2013

Bank Account Type:

Routing Number:

Account Number:

Confirm Account Number

☐ International Bank

CHOOSE PAYMENT SOURCE

☐ My EDD Shared Agent Bank Accou Checking

BANK OF AMERICA, N.A.

121000358

☒ New payment source

Pay Date

Deposit Schedule

The date selected must be between 1/1/2013 and 3/31/2013.

Deposit Amounts:

Plus:

Unemployment Insurance

0.00

Penalty

0.00

Employment Training Tax

0.00

Interest

0.00

Slide 43

Slide notes: Enter the correct payment amount.

Menu Log Out

Period List

Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

If the payment funding source is an International ACH transaction, you have to allow the ID, 3282533055 through any debit blockers.

LITTLE JANE
Employment Tax XXX-XXXX-X

Bank Debit Date 23-Nov-2012

PAY TO THE ORDER OF Employment Development Department 150.00

MEMO: 1st Quarter 2013

Bank Account Type: Checking Routing Number: 121000358 Account Number: ****2345

CHOOSE PAYMENT SOURCE

☒ My EDD Shared Agent Bank Account Checking BANK OF AMERICA, N.A. 121000358

☐ New payment source

Pay Date 11-Jan-2013 Deposit Schedule Quarterly

Deposit Amounts:

Unemployment Insurance	0.00
Employment Training Tax	0.00
State Disability Insurance	50.00
Personal Income Tax	100.00

Plus:

Penalty	0.00
Interest	0.00
Payment Total	\$150.00

Ok Cancel

Slide 44

Slide notes: Notice all of the fields are populated with your bank information. For this example, we are going to use January 11, 2013, as the pay date. We choose "Quarterly" for the deposit schedule.

We enter a fifty dollar (\$50.00) payment for State Disability Insurance and one hundred dollar (\$100.00) payment for Personal Income Tax.

Payment total must match payment amount. Select "OK" to continue.

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Make Payments

Cancel

Payments are not scheduled until the Submit Payments button is selected.

Number of payments1

Payment total\$150.00

Submit Payments

MY ACCOUNTS

OTHER ACCOUNTS

PAYMENT SUMMARY

Name	Account Type	Id	Payments	Amount	Payment Period
LITTLE JANE	Employment Tax	XXX-XXXX-X	1.00	150.00	Add Payment
LITTLE JAMES	Employment Tax	XXX-XXXX-X	0.00	0.00	Add Payment

Cancel

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Contact EDD

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Make a DE 88 Payment

Slide notes: Select the "Add Payment" to continue.

Period List ? x

Make a DE88 Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

If the payment funding source is an International ACH transaction, you have to allow the ID, 3282533055 through any debit blockers.

LITTLE JAMES
Employment Tax XXX-XXXX-X

Bank Debit Date: 23-Nov-2012

PAY TO THE ORDER OF: Employment Development Department 300.00

MEMO: 1st Quarter 2013

Bank Account Type: Checking Routing Number: 121000358 Account Number: ****2345

CHOOSE PAYMENT SOURCE

☒ My EDD Shared Agent Bank Accou Checking BANK OF AMERICA, N.A. 121000358
☐ New payment source

Pay Date: 11-Jan-2013
 Deposit Schedule: Quarterly

Deposit Amounts:		Plus:	
Unemployment Insurance	0.00	Penalty	0.00
Employment Training Tax	0.00	Interest	0.00
State Disability Insurance	100.00		
Personal Income Tax	200.00	Payment Total	\$300.00

Ok **Cancel**

Slide 47

Slide notes: We enter a one hundred dollar (\$100.00) payment for State Disability Insurance, another two hundred dollar (\$200.00) payment for Personal Income Tax.

Notice all of the fields are populated with your bank information. For this example, we are going to use January 11, 2013, as the pay date. We choose "Quarterly" for the deposit schedule.

Payment total must match payment amount. Select "OK" to continue.

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Make Payments

Cancel

Payments are not scheduled until the Submit Payments button is selected.

Number of payments2

Payment total\$450.00

Submit Payments

MY ACCOUNTS

OTHER ACCOUNTS

PAYMENT SUMMARY

Name	Account Type	Id	Payments	Amount	Payment Period
LITTLE JANE	Employment Tax	XXX-XXXX-X	1.00	150.00	Add Payment
LITTLE JAMES	Employment Tax	XXX-XXXX-X	1.00	300.00	Add Payment

Cancel

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Slide 48

Slide notes: Select "Payment Summary."



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Payments are not scheduled until the Submit Payments button is selected.

Number of payments

2

Payment total

\$450.00


Submit Payments

MY ACCOUNTS

OTHER ACCOUNTS

PAYMENT SUMMARY

Name	Account Type	Id	Payments	Amount	Payment Period
LITTLE JANE	Employment Tax	XXX-XXXX-X	1.00	150.00	Add Payment
LITTLE JAMES	Employment Tax	XXX-XXXX-X	1.00	300.00	Add Payment



Cancel

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Slide 49

Slide notes: Select "Submit Payments."

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- Make Payments

Payments are not scheduled until the Submit Payments button is selected.

Number of payments 2
Payment total \$450.00

Submit Payments

MY ACCOUNTS OTHER ACCOUNTS PAYMENT SUMMARY

SUMMARY OF PAYMENTS TO BE MADE Filter

Name	Account ID	Account Type	Amount	Payment Date	Payment Period		
LITTLE JANE	XXX-XXXX-X	Employment	150.00	23-Nov-2012	1st Quarter 2013	Edit	Remove
LITTLE JAMES	XXX-XXXX-X	Employment	300.00	23-Nov-2012	1st Quarter 2013	Edit	Remove

I hereby authorize the Employment Development Department to submit these payment(s) in the amount of **\$450.00**.

Selecting OK will act as your electronic signature.

OK Cancel


Cancel

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Slide 50

Slide notes: This is your approval and authorization for the Employment Development Department to debit your bank account in the amount of four hundred fifty dollars (\$450.00). Selecting "OK" will act as your electronic signature.



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Confirmation

PrintOk

Please review the payment request information below.
You may want to print a copy for your records.

Confirmation #	Name	Account Type	Account Id	Amount	Payment Date	Period
x-xxx-xxx-xxx	LITTLE JANE	Employment Tax	xxx-xxxx-x	150.00	23-Nov-2012	1st Quarter 2013
x-xxx-xxx-xxx	LITTLE JAMES	Employment Tax	xxx-xxxx-x	300.00	23-Nov-2012	1st Quarter 2013

Please review your bank statement to confirm that this transaction was successful.


If you want to make a change, return to your account and cancel the payment before 3 p.m. Pacific Time, one day before the Bank Debit Date.

PrintOk

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Slide 51

Slide notes: This is a confirmation page telling you that your payments have been submitted. Select "OK" to return to the "My Accounts" page.



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[File Rpt. of Ind. Contractors](#)
[Register a New Account \(DE 1\)](#)

AGENT REP

Taxpayer ID

0084-8832000

Balance

\$6,992.52

NAMES AND ADDRESSES

Legal Name

AGENT REP

DBA Name

Location

123 ANYSTREET

Address

ANYCITY CA 95814

Residence

Address

ACCOUNTS²

REQUESTS⁰

MESSAGES⁰

OTHER ACCOUNTS²

OTHER TAXPAYER'S ACCOUNTS


Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Slide 52

Slide notes: Next we are going to select Little Jane's account number.



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[Home](#)
 Account: XXX-XXXX-X

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[Get My UI Rate](#)
[View Prior IFile Returns](#)
[File Report of New Employee\(s\)](#)
[File Rpt. of Ind. Contractors](#)
[Make Other Requests](#)

Account Last Updated: 11/20/2012 2:13:48 PM

EMPLOYMENT TAX

NAMES AND ADDRESSES

Account ID XXX-XXXX-X
 Filing Frequency Quarterly
 Payment Source [Setup](#)
 Balance 7,148.78
 Pending Payments + Return -300.00
 Effective Balance [Pay](#) 6,848.78

DBA Name [Edit](#) LITTLE JAMES
 Legal Name [Edit](#)
 Location Address [Edit](#) 456 ANYSTREET
 ANYCITY CA 95814
 Mailing Address [Edit](#)

[PERIODS](#) [REQUESTS¹](#) [ACTIVITY](#) [MESSAGES⁰](#) [LETTERS](#)

ATTENTION NEEDED²

PERIODS FROM 20-NOV-2010 [Change Date](#) [Defaults](#) [Filter](#)

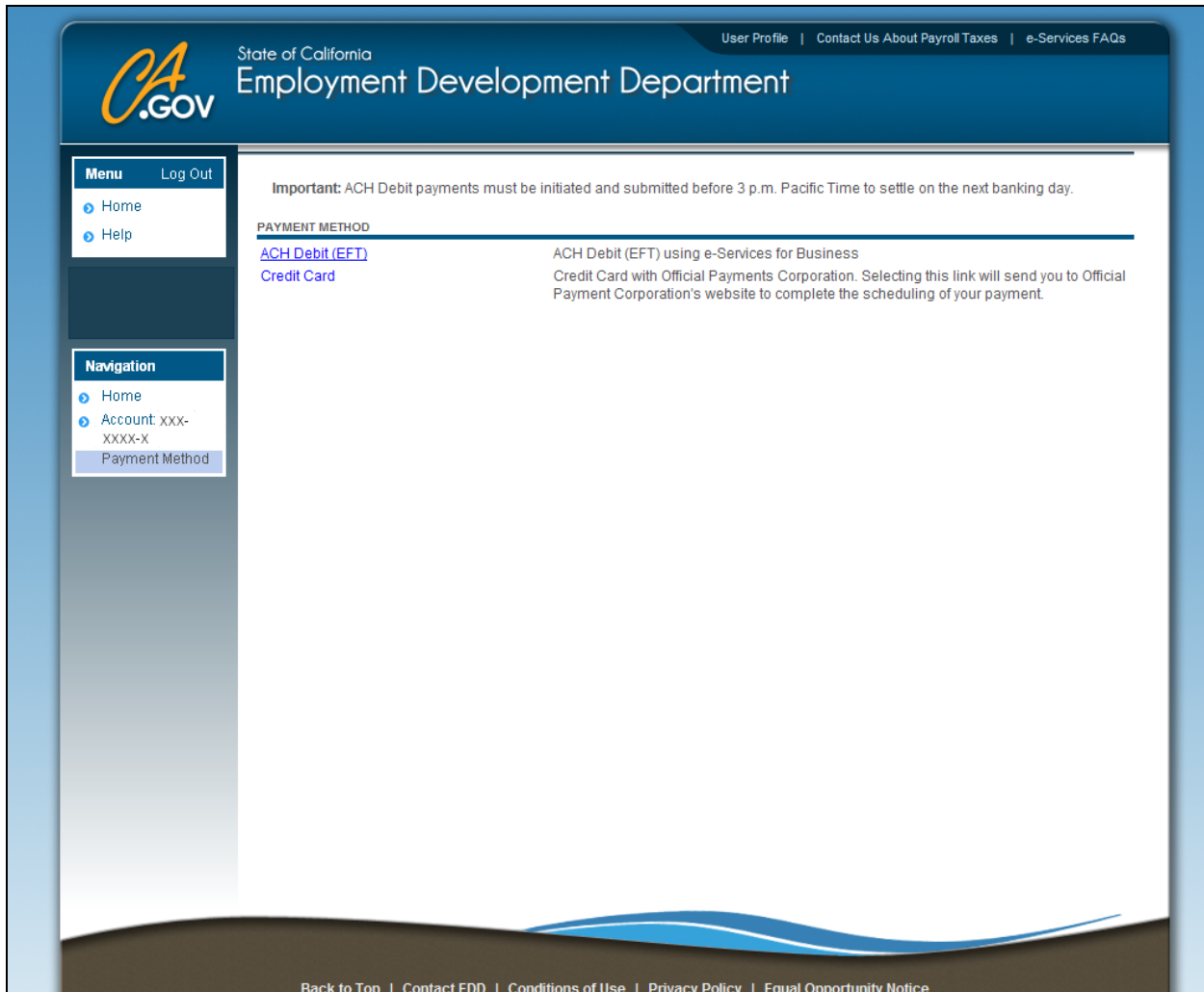
Period	Return Status		Tax	Penalty	Interest	Credits	Balance
31-Dec-2012	Multiple Returns	Return List Pay	0.00	0.00	0.00	0.00	0.00
30-Sep-2012	Multiple Returns	Return List Pay	30,278.07	0.02	11.71	23,141.02	7,148.78
30-Jun-2012	Multiple Returns	Return List	34,642.50	0.00	0.00	34,642.50	0.00
31-Mar-2012	Multiple Returns	Return List	37,262.44	0.00	0.00	37,262.44	0.00
31-Dec-2011	Multiple Returns	Return List	25,810.67	0.00	0.00	25,810.67	0.00
30-Sep-2011	Multiple Returns	Return List	25,723.31	0.00	0.00	25,723.31	0.00
30-Jun-2011	Multiple Returns	Return List	37,466.47	0.00	0.00	37,466.47	0.00
31-Mar-2011	Multiple Returns	Return List	39,610.46	0.00	0.00	39,610.46	0.00
31-Dec-2010	Multiple Returns		25,385.47	0.00	0.00	25,385.47	0.00

If your payroll is now being reported by a Professional Employer Organization (PEO), you will need to select "Make Other Requests" from the I Want To... section.

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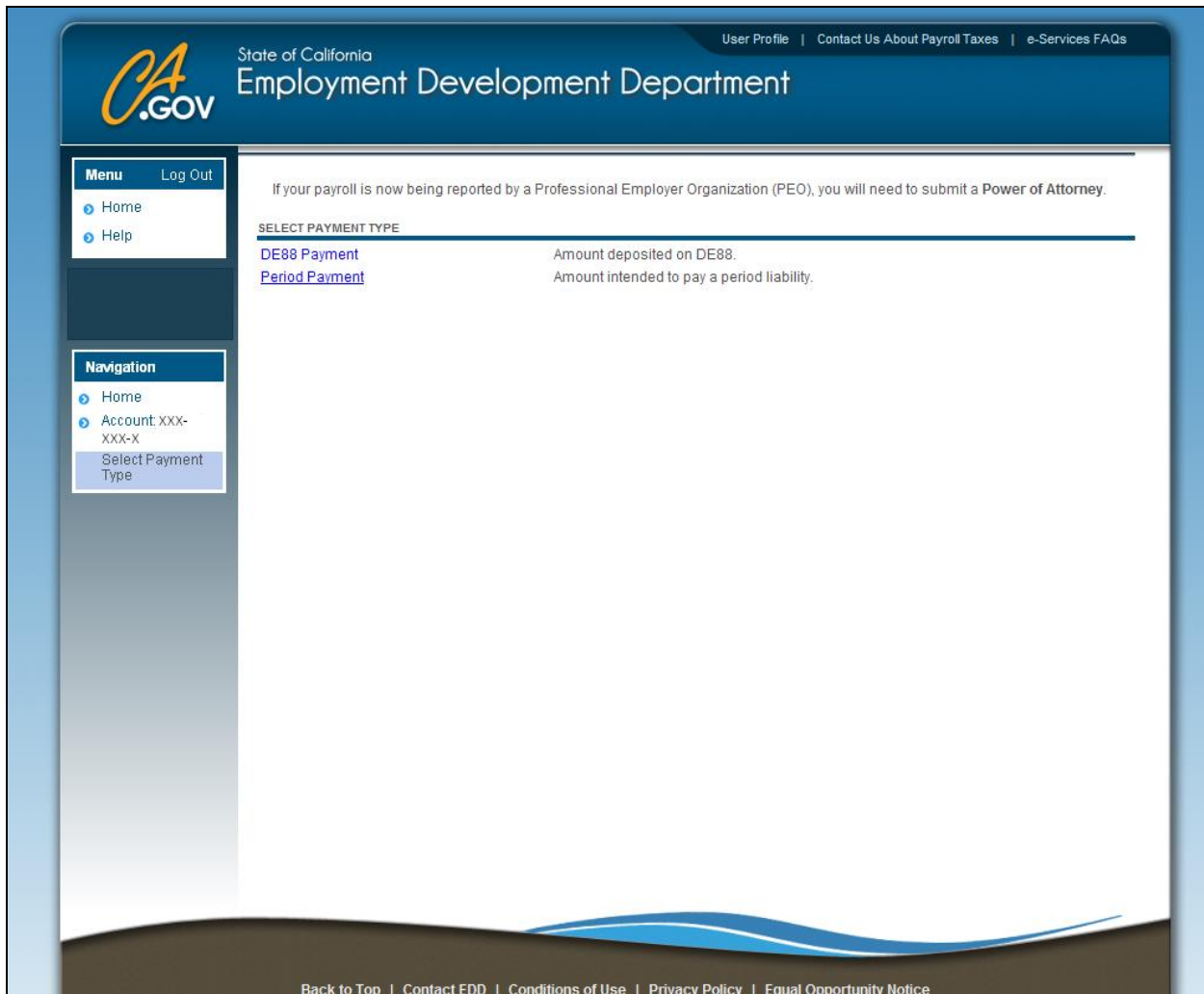
Make a Period Payment

Slide notes: Now we are going to select "Pay" to make the payment.




Slide 54

Slide notes: Select a payment method. You have a choice between an ACH Debit (EFT) or a credit card. For this example, we select "ACH Debit (EFT)."



Slide 55

Slide notes: From this screen select "Period Payment."



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[Home](#)
[Account: XXX-XXXX-X](#)
[Select Payment Type](#)
Account Payment

Submit Cancel

Make a Period Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

If the payment funding source is an International ACH transaction, you have to allow the ID, 3282533055 through any debit blockers.

LITTLE JAMES
Employment Tax XXX-XXXX-X

Bank Debit Date 23-Nov-2012

PAY TO THE ORDER OF Employment Development Department

5,000.00

MEMO: September 2012


Bank Account Type: Checking

Routing Number: 121000358

Account Number: ****2345


[Save as default for Employment Tax XXX-XXXX-X](#)

CHOOSE PAYMENT SOURCE


My EDD Shared Agent Bank Account Checking

BANK OF AMERICA, N.A.

121000358


New payment source


Submit Cancel

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Slide 56

Slide notes: Choose "My EDD Shared Agent Bank Account" to make your period payment. Once you select the link all of the bank information will be pre-populated for you.

We would like to make a five thousand dollar (\$5000.00) payment on our account today, so we are going to change the amount due to five thousand dollars (\$5000.00). Select "Submit" to continue.



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[Account: XXX-XXXX-X](#)

[Select Payment Type](#)

[Account Payment](#)

SubmitCancel

Make a Period Payment

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's company identification number, 2282533055 to avoid your tax payment being rejected.

If the payment funding source is an International ACH transaction, you have to allow the ID, 3282533055 through any debit blockers.

I hereby authorize the Employment Development Department to debit my bank account in the amount of **\$5,000.00**.

Selecting OK will act as your electronic signature.

OKCancel

Bank Account Type:Routing Number:Account Number:

Checking121000358****2345

Save as default for Employment Tax XXX-XXXX-X

CHOOSE PAYMENT SOURCE

☒ My EDD Shared Agent Bank Accou Checking

BANK OF AMERICA, N.A.

121000358


☐ New payment source

SubmitCancel

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Slide 57

Slide notes: This is your approval and authorization for the Employment Development Department to debit your bank account in the amount of five thousand dollars (\$5000.00). Selecting "OK" will act as your electronic signature.



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[Account: xxx-xxxx-x](#)

[Select Payment Type](#)

[Payments](#)

Print

Ok

Confirmation

Please review the payment request information below.
You may want to print a copy for your records.

Your Payment request confirmation number is X-XXX-XXX-XXX.

Paid For:	Employment Tax XXX-XXXX-X LITTLE JAMES September 2012
Paid From:	****2345
Payment Amount:	5,000.00
Bank Debit Date:	23-Nov-2012
Submitted Date:	20-Nov-2012

Please review your bank statement to confirm that this transaction was successful.

If you want to make a change, return to your account and cancel the payment before 3 p.m. Pacific Time, one day before the Bank Debit Date.

Print

Ok

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Slide 58

Slide notes: Here is the confirmation page that the period payment for five thousand dollars (\$5000.00) was submitted. Select "OK" to continue.



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[File Rpt. of Ind. Contractors](#)
[Make Other Requests](#)

Account Last Updated: 11/20/2012 2:13:48 PM

EMPLOYMENT TAX

NAMES AND ADDRESSES

Account ID: XXX-XXXX-X
 Filing Frequency: Quarterly
 Payment Source: [Setup](#)
 Balance: 7,148.78
 Pending Payments + Retur: -5,300.00
 Effective Balance: [Pay](#) 1,848.78

DBA Name: [Edit](#) LITTLE JAMES
 Legal Name: [Edit](#)
 Location Address: [Edit](#) 456 ANYSTREET
 ANYCITY CA 95814
 Mailing Address: [Edit](#)

[PERIODS](#) [REQUESTS²](#) [ACTIVITY](#) [MESSAGES⁰](#) [LETTERS](#)

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PERIODS FROM 20-NOV-2010 [Change Date](#) [Defaults](#) [Filter](#)


Period	Return Status		Tax	Penalty	Interest	Credits	Balance
31-Dec-2012	Multiple Returns	Return List Pay	0.00	0.00	0.00	0.00	0.00
30-Sep-2012	Multiple Returns	Return List Pay	30,278.07	0.02	11.71	23,141.02	7,148.78
30-Jun-2012	Multiple Returns	Return List	34,642.50	0.00	0.00	34,642.50	0.00
31-Mar-2012	Multiple Returns	Return List	37,262.44	0.00	0.00	37,262.44	0.00
31-Dec-2011	Multiple Returns	Return List	25,810.67	0.00	0.00	25,810.67	0.00
30-Sep-2011	Multiple Returns	Return List	25,723.31	0.00	0.00	25,723.31	0.00
30-Jun-2011	Multiple Returns	Return List	37,466.47	0.00	0.00	37,466.47	0.00
31-Mar-2011	Multiple Returns	Return List	39,610.46	0.00	0.00	39,610.46	0.00
31-Dec-2010	Multiple Returns		25,385.47	0.00	0.00	25,385.47	0.00

If your payroll is now being reported by a Professional Employer Organization (PEO), you will need to select "Make Other Requests" from the I Want To... section.

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Slide 59

Slide notes: From here select "Home."



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I Want To...

- View My Profile
- Add Access to Another Account
- Make multiple payments
- Attach a Return File
- Attach a Bulk Payment File
- Submit Bulk Inquiry
- File Rpt. of Ind. Contractors
- Register a New Account (DE 1)

AGENT REP

Taxpayer ID	XXXX-XXXXXX
Balance	\$6,992.52

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location	123 ANYSTREET
Address	ANYCITY CA 95814
Residence	
Address	

ACCOUNTS² **REQUESTS⁰** **MESSAGES⁰**

OTHER ACCOUNTS²

OTHER TAXPAYER'S ACCOUNTS [Hide History](#) [Filter](#)


Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

Attach a .csv or XML file to submit payments for multiple accounts.

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Attach a Bulk Payment

Slide notes: Next we are going to "Attach a Bulk Payment File."



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Attachments Add

Submit Cancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions

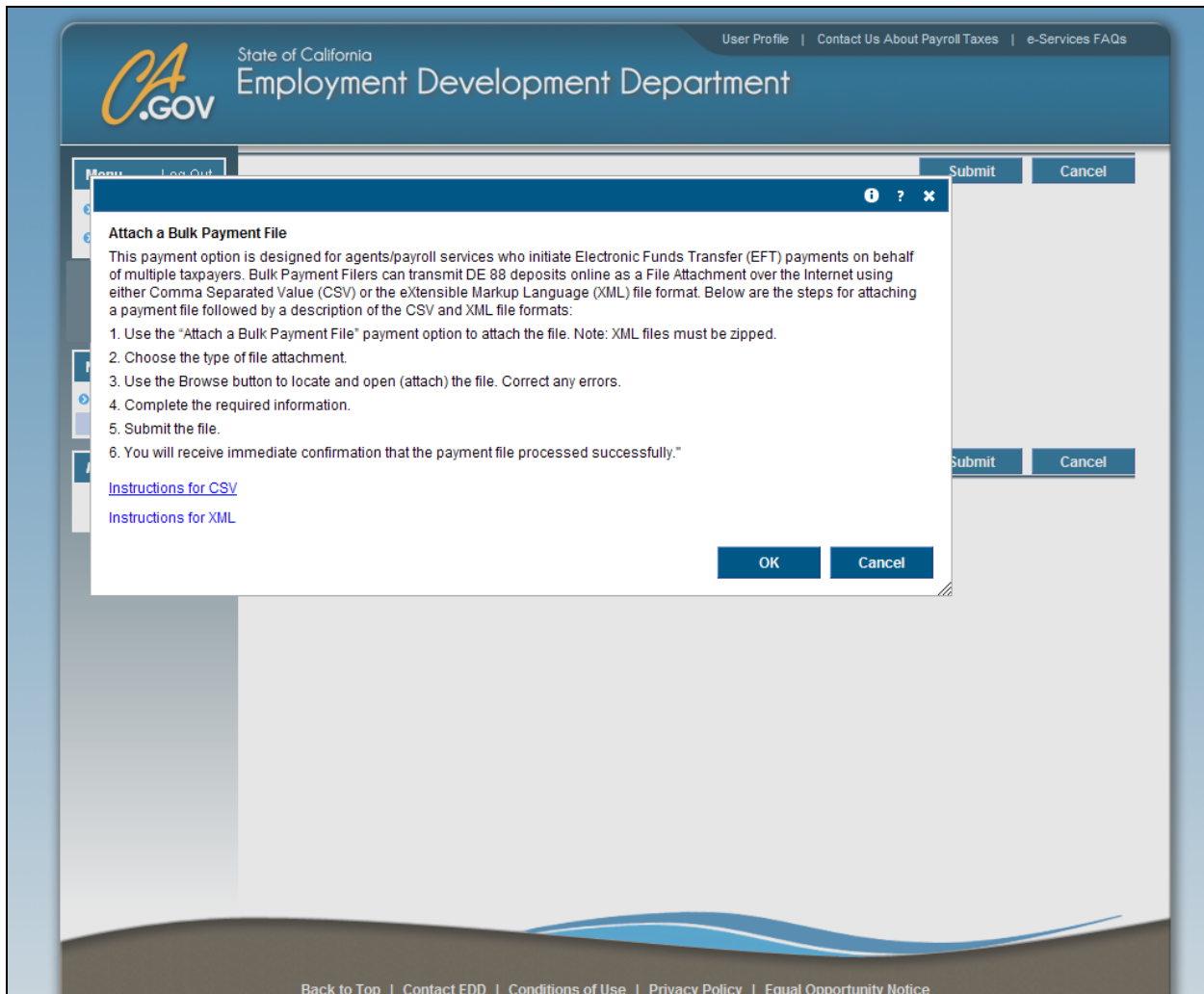
Step 1: [Add Attachment](#)

Submit Cancel

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Slide 61

Slide notes: Select "Instructions."



Slide 62

Slide notes: Select the "CSV Instructions" link.

Menu

Attach

This of mu

either a pay

1. Us

2. Ch

3. Us

4. Co

5. Su

6. Yo

Instru

Instru

CSV File Format

Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

Field Name	Length	Format	Position (Column)
Employer Account Number	8	Numeric	1
Pay Date (Payroll Date)	8	MMDDYYYY	2
Bank Debit Date	8	MMDDYYYY	3
Deposit Schedule: M: Monthly N: Next Banking Day Q: Quarterly S: Semi-weekly	1	Alpha – Must be one of (M, N, Q, S)	4
Bank Routing Number	9	Numeric	5
Bank Account Number	n/a	Numeric	6
Bank Account Type C: Checking S: Savings	1	C or S	7
UI Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	8
ETT Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	9
SDI Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	10
PIT Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	11
Penalty Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	12
Interest Amount	n/a	Dollar Amounts = 9.00 Zero Dollar Amounts = 0.00 or 0	13

Important

All the tax payment fields and columns must be filled. Dollar amounts (except for zero dollar amounts) must include a decimal point. For example:

- Dollar amounts must be formatted as: 52.00.

- Zero dollar amounts can be formatted as: 0.00 or 0

Note: To keep leading zeros visible in Microsoft Excel, you will need to format the cell as Text or Custom

If the payment file is created in:

- Microsoft Excel, save the file in a CSV type format, .csv (Comma delimited)(*.csv)

- Microsoft Word or Notepad, save the file in plain text format (*.txt), then rename the type to *.csv

Sample CSV File Layouts

Sample 1: Using decimal points

12345678,12302010,12312010,M,121000358,12345,C,50.00,0.00,15.15,100.88,0.00,0.00

Sample 2: Using no decimals for zero dollar amounts

12345678,12302010,12312010,M,121000358,12345,C,50.00,0,15.15,100.88,0,0

OK

Cancel

e-Services FAQs


Cancel

Cancel

Slide 63

Slide notes: Here are the instructions provided to import a CSV file from your computer. When you are finished viewing, select "OK" to continue.

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Attachments Add

SubmitCancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions


Step 1: [Add Attachment](#)

SubmitCancel

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Slide 64

Slide notes: Step 1. Select "Add Attachment."



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Attachments

Add

Submit

Cancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions

Step 1: [Add Attachment](#)

Select a file to attach

Type

Description

DE88, CSV

DE88, XML, ZIP

Save

Cancel

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Slide 65

Slide notes: There is a choice between DE 88 CSV, or DE 88 XML ZIP.

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Attachments

Add

Submit

Cancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions

Step 1: Add Attachment

Select a file to attach

TypeDE88, CSV

DescriptionBulk DE 88

Browse...

SaveCancel

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Contact EDD

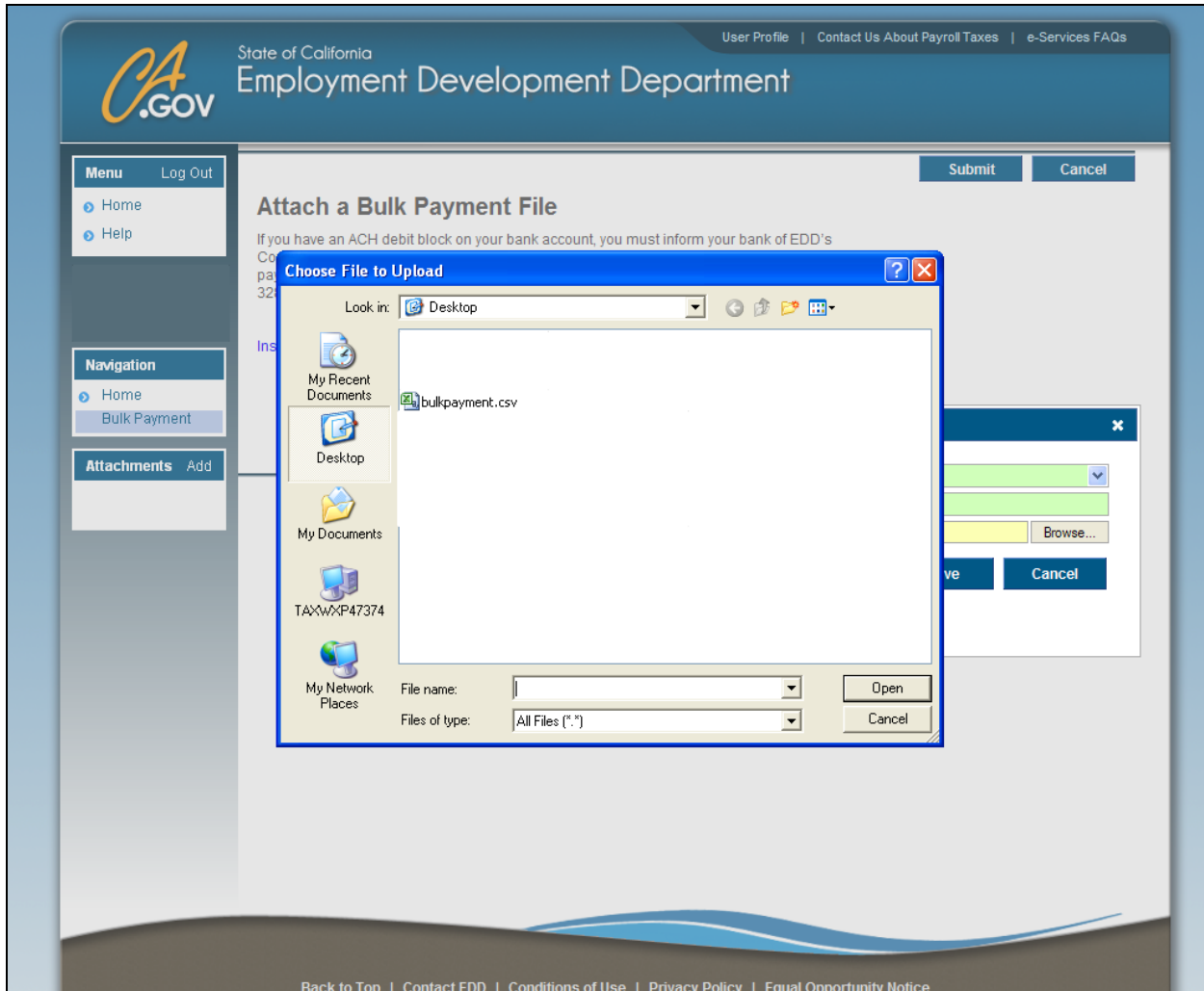
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Slide 66

Slide notes: Fill in the description with a name that you can recognize and then select "Browse" to find the file you want to import.



Slide 67

Slide notes: Choose the correct file to import, and then select "Open" to import the attachment.



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Attachments

Add

Submit

Cancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions

Step 1: [Add Attachment](#)

Select a file to attach

Type

DE88, CSV

Description

Bulk DE 88

C:\Documents and Settings\ 8675309 \Desktop\bulkpayment.c

Browse...


Save

Cancel

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Slide 68

Slide notes: Now you can see the attachment that has been imported, select "Save."



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Attachments [Add](#)

bulkpayment... 

Bulk DE 88


Submit

Cancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions



Step 1: [Add Attachment](#)
Attachment Type
DE88 CSV

Step 2: [Add Contact Information](#)

Submit

Cancel

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Slide 69

Slide notes: Step 2. Select "Add Contact Information."

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Submit Cancel

Contact Information

First Name Last Name
Agent Rep

Address City State ZIP Code
123 Anystreet Anycity CALIFORNIA 95814

Telephone Number Extention E-mail Address
(916) 555-1212 A.Rep@Sunnyvale.com

OK Cancel

Attachments Add

bulkpayment... Bulk DE 88


Step 2: Add Contact Information

Submit Cancel

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Slide 70

Slide notes: Complete contact information and select "OK" to continue.



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Attachments Add

bulkpayment... 

Bulk DE 88

SubmitCancel

Attach a Bulk Payment File

If you have an ACH debit block on your bank account, you must inform your bank of EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected. If the payment funding source is an International ACH transaction, you have to allow an ID of 3282533055 through any Debit blockers.

Instructions

✓

Step 1: [Add Attachment](#)
Attachment Type
DE88 CSV

✓

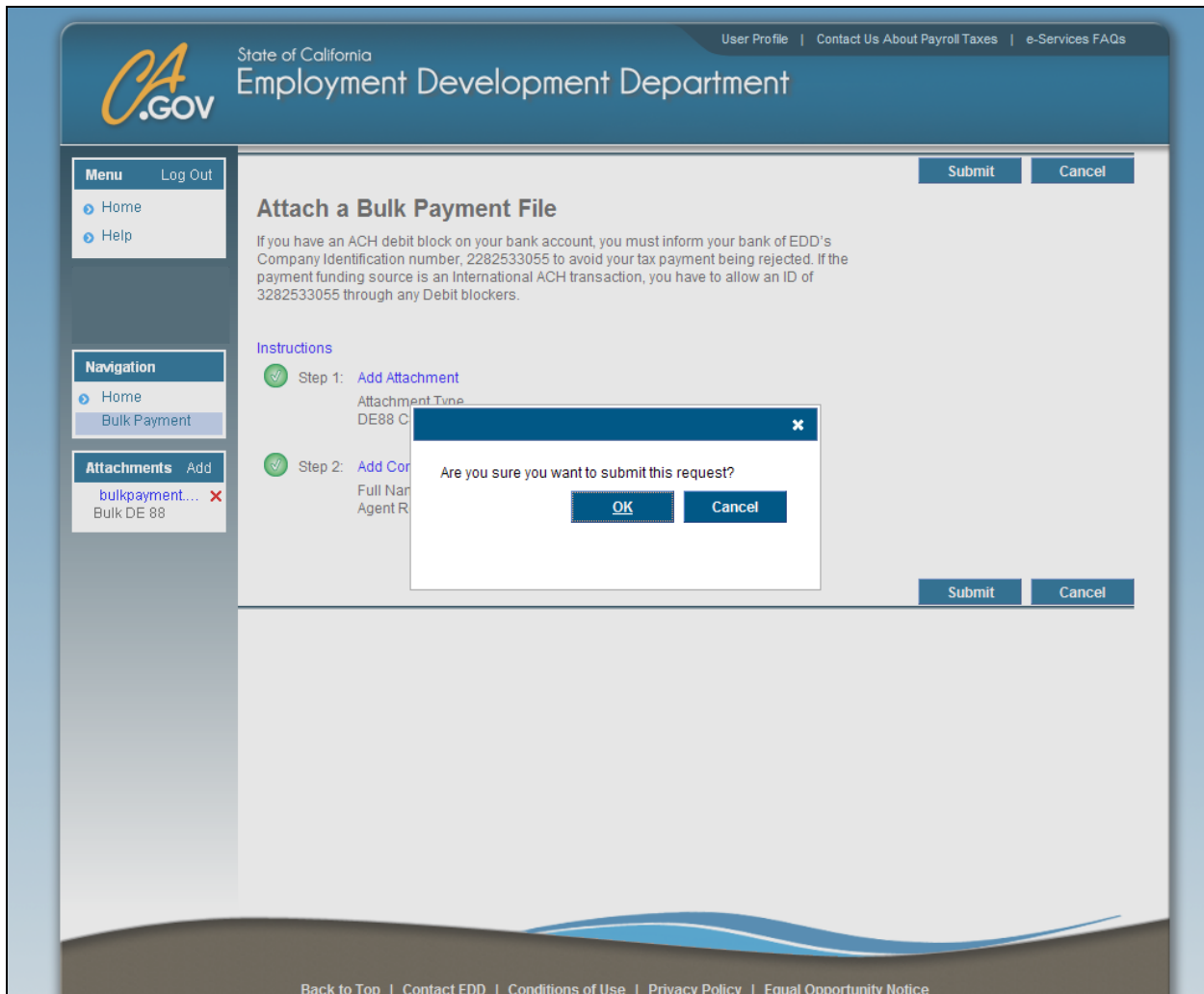
Step 2: [Add Contact Information](#)
Full Name
Agent Rep

SubmitCancel

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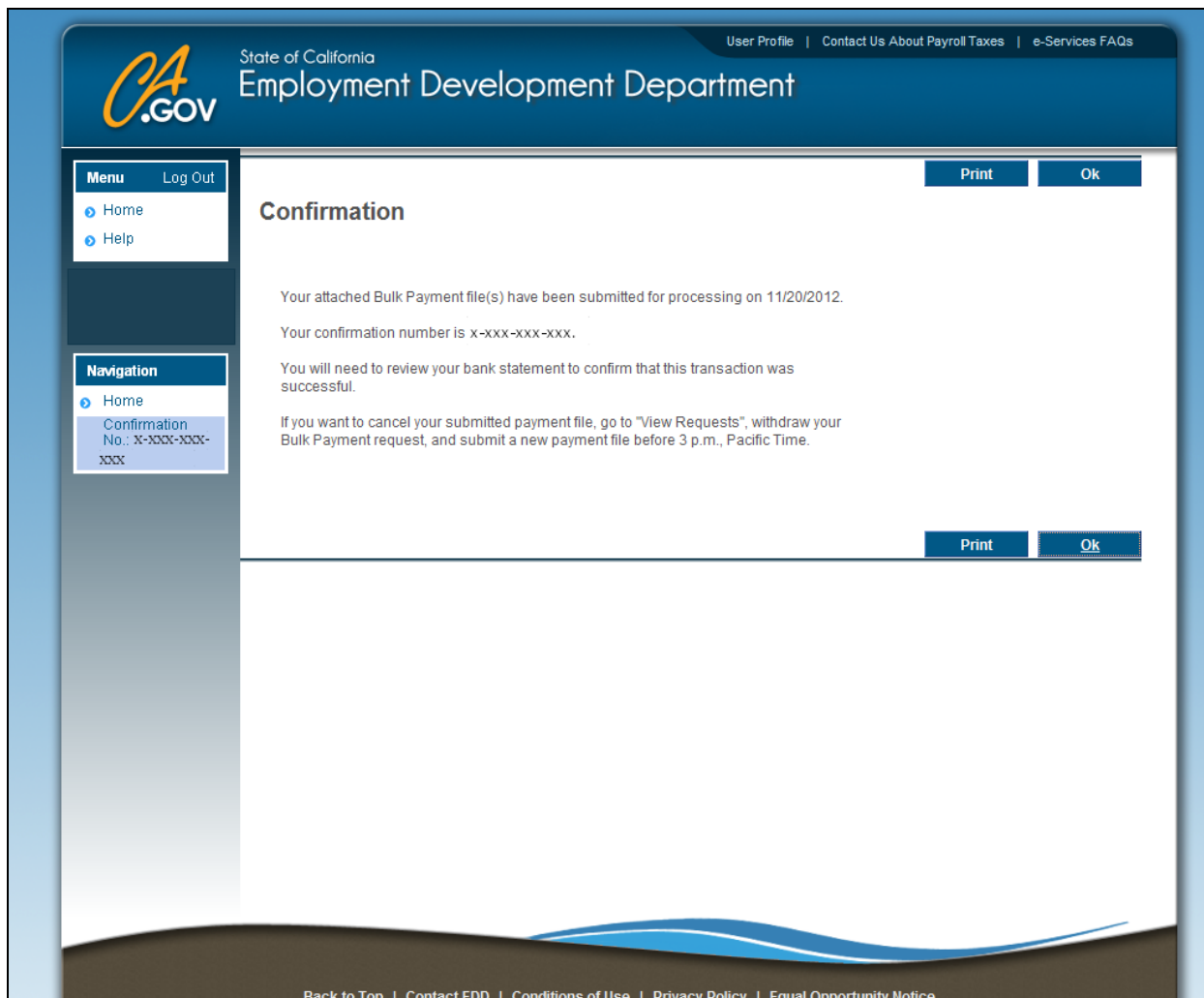
Slide 71

Slide notes: Select "Submit" to send the bulk payment file.




Slide 72

Slide notes: Are you sure you want to submit this request? Select "OK."



Slide 73

Slide notes: Here is the confirmation page, including your confirmation number. Select "OK" to continue.



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- Add Access to Another Account
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- Attach a Return File**
- Attach a Bulk Payment File
- Submit Bulk Rate Inquiry
- File Rpt. of Ind. Contractors
- Register a New Account (DE 1)

AGENT REP

Taxpayer ID	xxxx-xxxxxxx
Balance	\$6,992.52

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location	123 ANYSTREET
Address	ANYCITY CA 95814
Residence	
Address	

ACCOUNTS² **REQUESTS¹** **MESSAGES⁰**

OTHER ACCOUNTS²


OTHER TAXPAYER'S ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Attach a Return File

Slide notes: Next we will select "Attach a Return File."



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[Return File Upload](#)

Attachments [Add](#)

SubmitCancel

Attach a Return File

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.

XML files must be less than 1 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.


Step 1: [Attach File](#)

SubmitCancel

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Slide notes: Please read these instructions for return file format and size limits. Then proceed to Step 1. Select "Attach File."



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Attachments Add

Submit

Cancel

Attach a Return File

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.

XML files must be less than 1 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

Step 1: [Attach File](#)

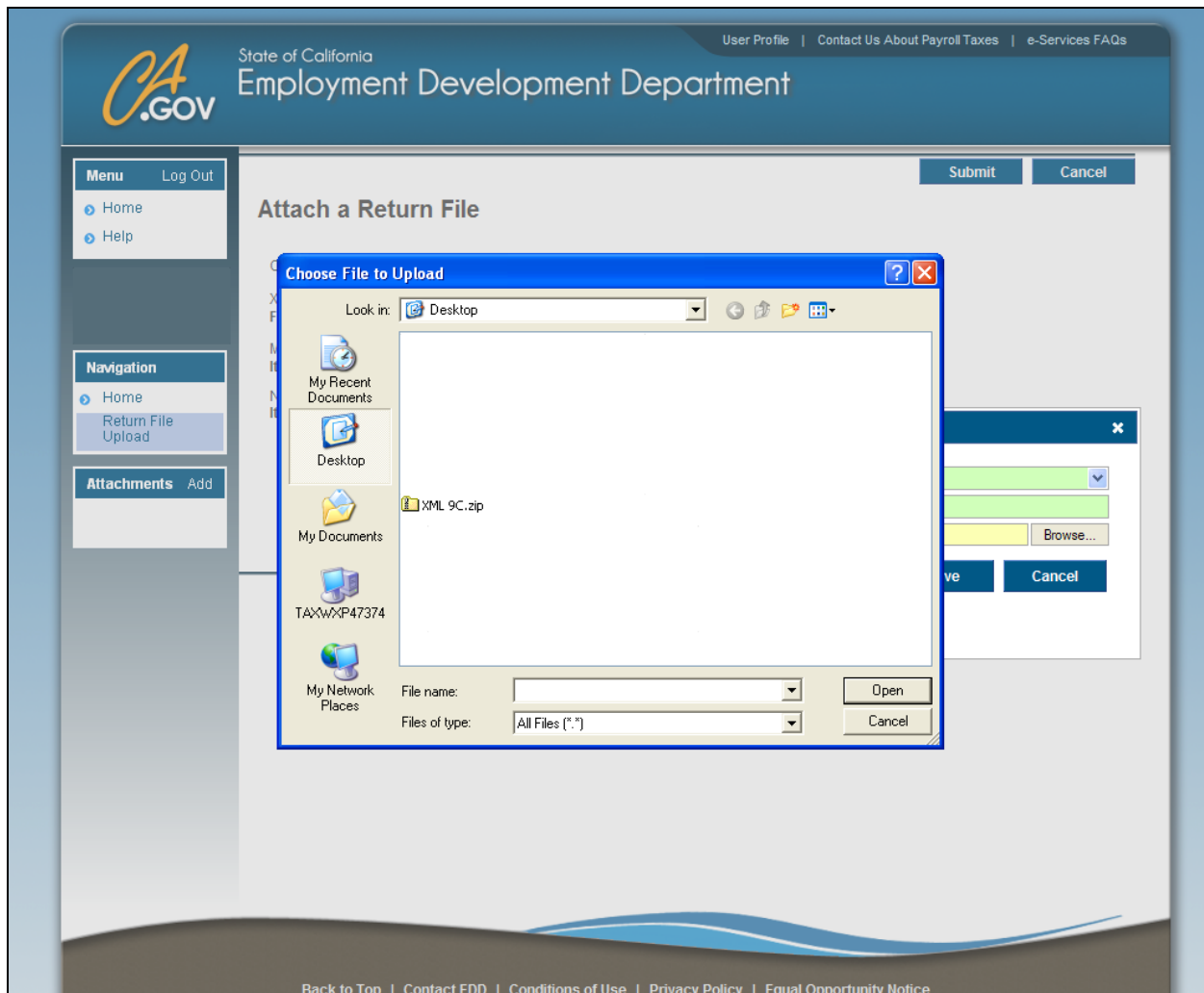
Select a file to attach

Type	Description
DE34, NER, ZIP	
DE542, ICR, ZIP	
DE6, ICESA, ZIP	
DE6, MMREF, ZIP	
DE6, XML, ZIP	
DE7, XML, ZIP	
DE9, XML, ZIP	
DE9C, ICESA, ZIP	
DE9C, MMREF, ZIP	
DE9C, XML, ZIP	

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Slide notes: For this example we select the "DE9C, XML, ZIP."



Slide 77

Slide notes: Choose the correct file to import, and then select "Open" to import the attachment.



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Attachments

Add

Submit

Cancel

Select a file to attach

Type

DE9C, XML, ZIP

Description

DE 9C

C:\Documents and Settings\8675309\Desktop\XML 9C.zip

Browse...


Save

Cancel

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Slide 78

Slide notes: Now you can see the attachment that has been imported, select "Save."



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AttachmentsAdd

[XML 9C.zip](#) 
[DE 9C](#)

Attach a Return File

Submit

Cancel

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.

XML files must be less than 1 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

✔

Step 1: [Attach File](#)
Attachment Type
DE9C XML

Step 2: [File Information](#)

Submit

Cancel

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Slide 79

Slide notes: Step 2. Select "File Information."

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Submit Cancel

Submitting Firm Information

Submitting Firm Name
Agent Rep Bookkeeping

Address
[Empty]

City [Empty] State [Empty] ZIP Code [Empty]

File Information

Reporting Period [31-Dec-2012] Number of Firms on File [2] Number of Employees on File [0]

Contact Person for Technical Information Regarding File

First Name [Agent] Last Name [Rep]

Address
123 Anystreet

City [Anycity] State [CALIFORNIA] ZIP Code [95814]

Telephone Number [916] 555-1212 Extension [Empty]

E-mail Address
ARep@sunnyvale.com
Required

OK Cancel

Submit Cancel

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Slide 80

Slide notes: Complete with your firm information. When completed select "OK."

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Submit Cancel

Declaration
I declare that the information herein is true and correct to the best of my knowledge.

First Name: Agent Last Name: Rep

Title: CPA Telephone Number: (916) 555-1212

E-mail Address: A.Rep@sunnyvale.com

OK Cancel

Attachments: Add
XML 9C.zip X
DE 9C

Attachment Type: DE9C XML

Step 2: [File Information](#)

Business Name: Agent Rep Bookkeeping

Number of Firms: 2 Number of Employees on File: 0 Reporting Period: 12/31/2012

Contact Full Name: Agent Rep


Step 3: [Declaration](#)

Submit Cancel

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Slide 81

Slide notes: The declaration page is very important, this is where you declare that the information herein is true and correct to the best of your knowledge. When the information is completed, select "OK" to continue.



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Attachments Add

[XML 9C.zip](#) 
[DE 9C](#)

SubmitCancel


Attach a Return File

Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment.


XML files must be less than 1 MB and in ZIP file format.
Files submitted prior to 6:30 p.m. Pacific Time will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

NER and ICR files must be less than 5 MB and in ZIP file format.
It may take up to 2 weeks to process your file.

 Step 1: [Attach File](#)

Attachment Type
DE9C XML

 Step 2: [File Information](#)


Business Name
Agent Rep Bookkeeping

Number of Firms
2

Number of Employees on File
0

Reporting Period
12/31/2012

Contact Full Name
Agent Rep

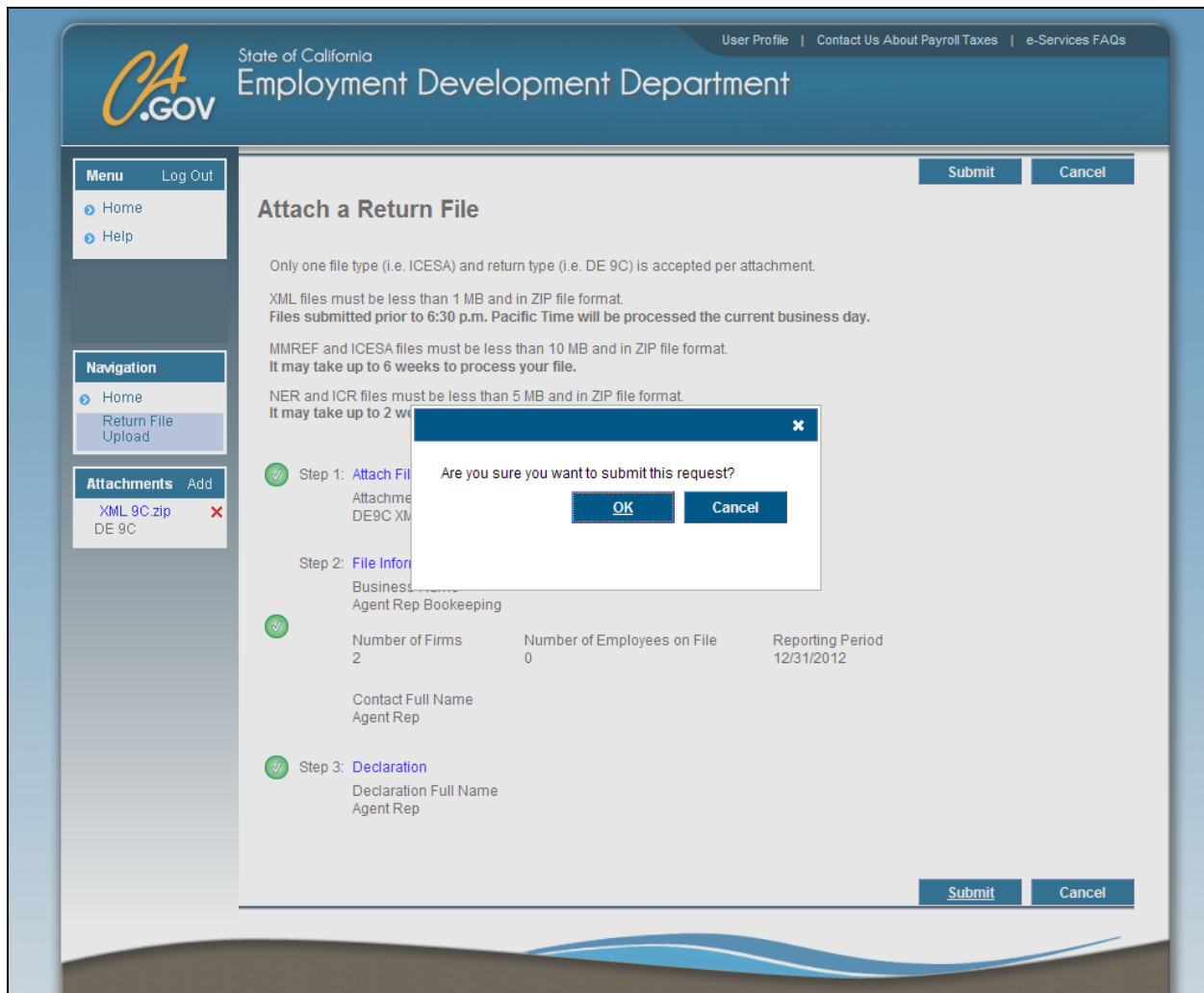
 Step 3: [Declaration](#)

Declaration Full Name
Agent Rep

SubmitCancel

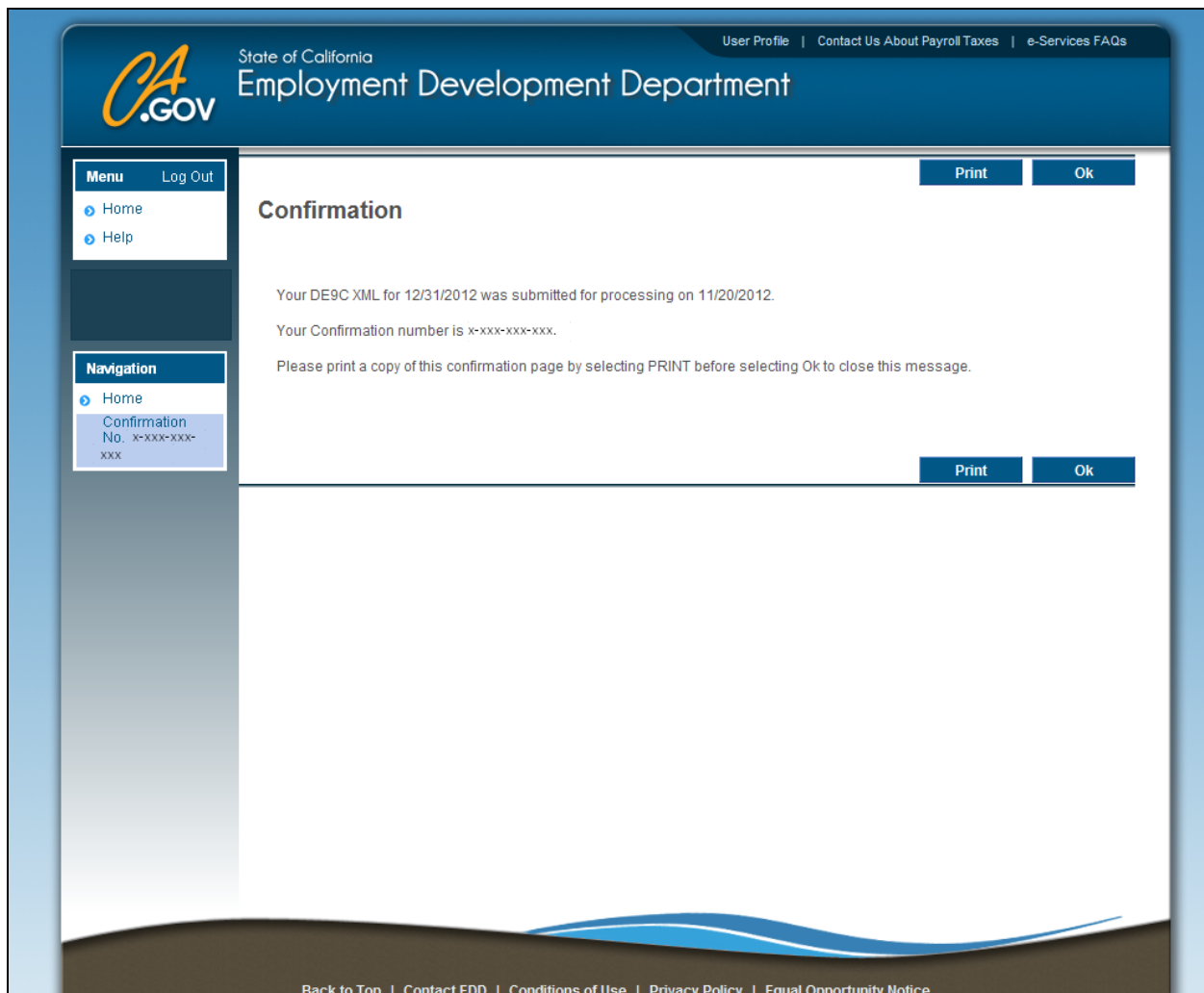
Slide 82

Slide notes: Now you are ready to select "Submit" and send this return file.




Slide 83

Slide notes: Are you sure you want to submit this request? Select "OK."



Slide 84

Slide notes: Here is the confirmation page, your DE 9C XML was submitted for processing. Select "OK" to continue.



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[Add Access to Another Account](#)
[Make multiple payments](#)
[Attach a Return File](#)
[Attach a Bulk Payment File](#)
[Submit Bulk Rate Inquiry](#)
[File Rpt. of Ind. Contractors](#)
[Register a New Account \(DE 1\)](#)

AGENT REP

Taxpayer ID

XXXX-XXXXXX

Balance

\$6,992.52

NAMES AND ADDRESSES

Legal Name

AGENT REP

DBA Name

Location Address

123 ANYSTREET
ANYCITY CA 95814

Residence Address

ACCOUNTS² REQUESTS² MESSAGES⁰

OTHER ACCOUNTS²

OTHER TAXPAYER'S ACCOUNTS


Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Slide 85

Slide notes: Select the "Requests" tab and find out about the status of your return file.



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Employment Development Department

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- Make multiple payments
- Attach a Return File
- Attach a Bulk Payment File
- Submit Bulk Rate Inquiry
- File Rpt. of Ind. Contractors
- Register a New Account (DE 1)

AGENT REP

Taxpayer ID	xxxx-xxxxxx
Balance	\$6,992.52

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location Address	123 ANYSTREET
Residence Address	ANYCITY CA 95814

[ACCOUNTS²](#) [REQUESTS²](#) [MESSAGES⁵](#)

WAITING TO BE PROCESSED SEARCH


REQUESTS WAITING TO BE PROCESSED [Filter](#)

Submitted	Account	Account ID	Period	Title	Request Status	Confirmation #
20-Nov-2012	LITTLE JANE	XXX-XXXX-X		Return File Attachment	Pending...	X-XXX-XXX-XXX
20-Nov-2012	LITTLE JAMES	XXX-XXXX-X		Payment File Attachment	Pending...	X-XXX-XXX-XXX

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Slide 86

Slide notes: Select "Accounts."



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Employment Development Department

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- Attach a Return File
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- Submit Bulk Rate Inquiry
- File Rpt. of Ind. Contractors
- Register a New Account (DE 1)

AGENT REP

Taxpayer ID	xxxx-xxxxxx
Balance	\$6,992.52

NAMES AND ADDRESSES

Legal Name	AGENT REP
DBA Name	
Location Address	123 ANYSTREET
Residence Address	ANYCITY CA 95814

ACCOUNTS² REQUESTS² MESSAGES⁰

OTHER ACCOUNTS


OTHER TAXPAYER'S ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
XXX-XXXX-X	Employment	LITTLE JANE	Quarterly	999 ANYSTREET	7,148.78
XXX-XXXX-X	Employment	LITTLE JAMES	Quarterly	456 ANYSTREET	-156.26

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Slide 87

Slide notes: Select the "Account ID."



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Account: xxx-xxxx-x

I Want To...

Close My Business
File a Return
Make a Payment
View My Payments
Get My UI Rate
View Prior iFile Returns
File Report of New Employee(s)
File Rpt. of Ind Contractor
Make Other Requests

Account Last Updated: 11/7/2012 2:31:04 PM

EMPLOYMENT TAX

Account ID: xxx-xxxx-x
Filing Frequency: Quarterly
Payment Source: BANK OF AMERICA, N.A. - 2345
Balance: 0.00
Pending Payments + Retur: -740.00
Effective Balance: -740.00

NAMES AND ADDRESSES

DBA Name: [Edit](#)
Legal Name: LITTLE JANE
Residence Address: [Add](#)
Location Address: 999 ANYSTREET ANYCITY CA 95814
Mailing Address: [Add](#)

PERIODS | REQUESTS⁵ | ACTIVITY | MESSAGES⁵ | LETTERS

ATTENTION NEEDED¹ | SEARCH

PERIODS FROM 07-NOV-2010

Change Date | Defaults | Filter

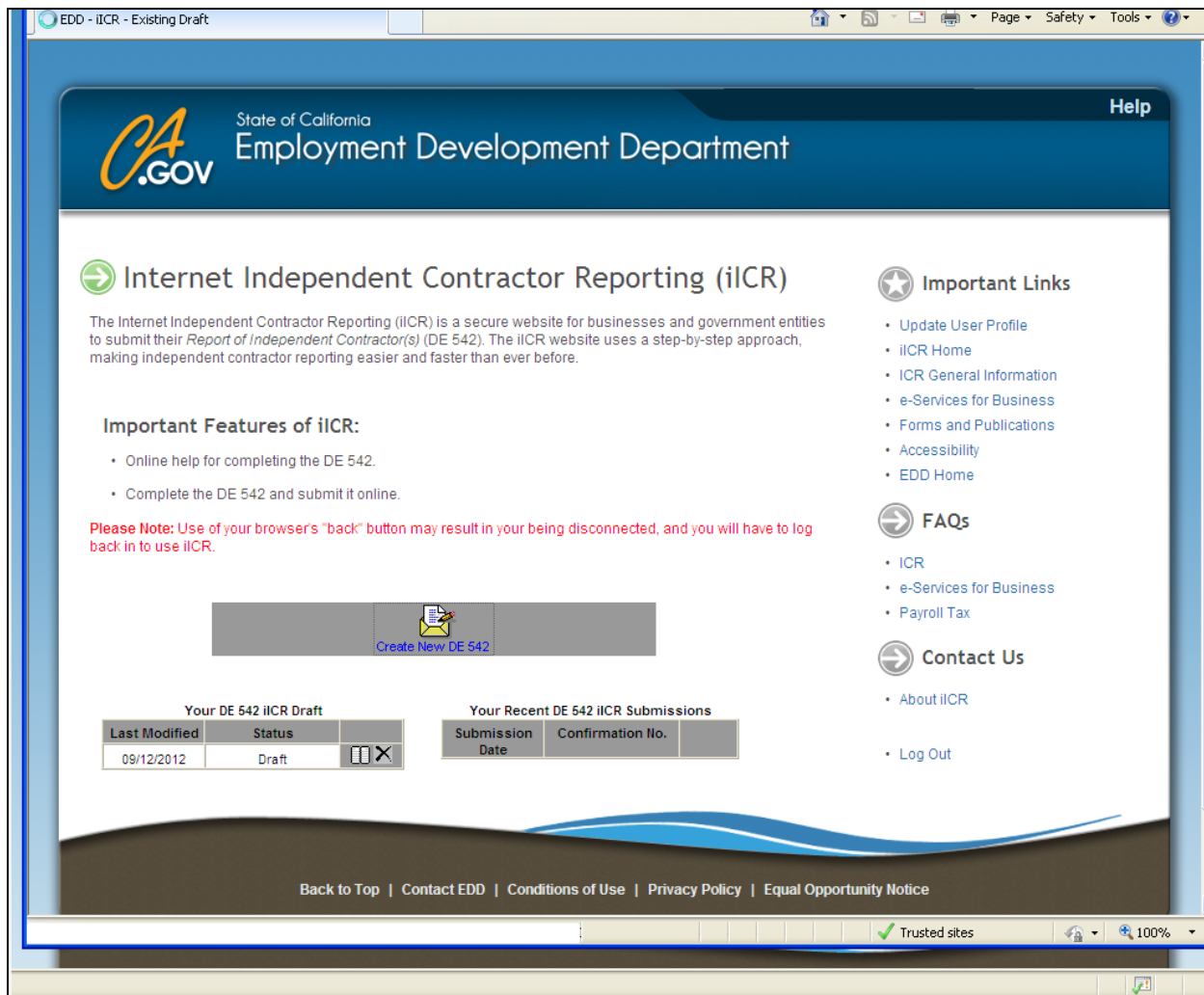
Period	Return Status		Tax	Penalty	Interest	Credits	Balance
31-Dec-2012	Multiple Returns	Return List Pay	0.00	0.00	0.00	0.00	0.00
30-Sep-2012	Multiple Returns	Return List Pay	327.32	0.00	0.00	327.32	0.00
30-Jun-2012	Multiple Returns	Return List	388.76	0.00	0.00	388.76	0.00
31-Mar-2012	Multiple Returns	Return List	0.00	0.00	0.00	0.00	0.00
31-Dec-2011	Multiple Returns	Return List	264.26	52.84	2.02	319.12	0.00
30-Sep-2011	Multiple Returns	Return List	161.52	0.00	0.00	161.52	0.00
30-Jun-2011	Multiple Returns	Return List	260.46	26.05	0.03	286.54	0.00
31-Mar-2011	Multiple Returns	Return List	507.47	0.00	0.00	507.47	0.00
Report of New Employee(s), DE 34 (INER)	Returns		671.36	0.00	0.00	671.36	0.00

If your payroll is now being reported by a Professional Employer Organization (PEO), you will need to select "Make Other Requests" from the I Want To... section.

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File Rpt of Ind Contractor

Slide notes: Now we will select "File a Report of Independent Contractors."



Slide 89

Slide notes: From this page you select "Create New DE 542."

EDD - IICR - Create SR

State of California
Employment Development Department

Help

Service-Recipient Information

Registered EDD Employers:
If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the IICR system and will not update your address of record on the EDD's employer accounting system. Please see [Name, Address, and Ownership Changes](#) for information on updating your name and/or address.

Enter service-recipient (business or government entity) information below.

Date 11/08/2012	Federal ID No. <input type="text"/>	CA Employer Account No. XXXXXXXX	Social Security No. XXX-XX-XXXX
Service-Recipient/Business Name LITTLE JANE		Contact Person <input type="text"/>	
Address 999 ANYSTREET		Telephone No. <input type="text"/> - <input type="text"/> - <input type="text"/>	
City ANYCITY	State CA	ZIP 95814 - <input type="text"/>	

SAVE **NEXT**

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Done Trusted sites 100%

Slide 90

Slide notes: Enter service recipient information here. When the information is completed select "Next."

EDD - IICR - Create ICS

State of California
Employment Development Department

Help

Independent Contractor Information

Enter independent contractor information below.

Independent Contractor# 1

First Name Brian	MI 	Last Name Contractor	Social Security No. XXXXXXXXXX
Street Address 1 Bonnyview		City Anycity	State CA
ZIP 95814 -			
Start Date of Contract (mm/dd/yyyy) 7/5/2012	Amount of Contract (nnnnnnnn.nn) 5000.00	Contract Expiration Date (mm/dd/yyyy) 8/4/2012	Check Here if Ongoing Contract <input type="checkbox"/>

Independent Contractor# 2

First Name 	MI 	Last Name 	Social Security No.
Street Address 		City 	State CA
ZIP -			
Start Date of Contract (mm/dd/yyyy) 	Amount of Contract (nnnnnnnn.nn) 	Contract Expiration Date (mm/dd/yyyy) 	Check Here if Ongoing Contract <input type="checkbox"/>

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Done

Trusted sites 100%

Slide 91

Slide notes: Enter independent contractor information on this page.

EDD - ICR - Review/Draft DE 542

CA.GOV State of California Employment Development Department Help

Review the DE 542 Information

Edit and submit the DE 542 information below.

Your DE 542 has been saved as a draft.

Form Date	Federal ID No.	Employer Account No.	SSN	
11/08/2012		XXX-XXXX-X		
Service-Recipient Name	LITTLE JANE			
Address	999 ANYSTREET ANYCITY, CA 95814			
Contact Person		Telephone	--	
Independent Contractor # 1				
Name	Brian Contractor		SSN XXX-XX-XXXX	
Address	1 Bonnyview Anycity, CA 95814			
Contract Start	Amt. of Contract	Contract End	Ongoing Contract	Edit Delete
07/05/2012	\$5,000.00	08/04/2012	No	

SAVE **ADD** **SUBMIT**

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Slide 92

Slide notes: At the bottom of the page, select "Submit."

EDD - ICR - Confirmation/Submission

State of California
Employment Development Department

Help

Submission Successful

[Printer Friendly Version](#)

Thank you for using iICR to submit your DE 542. Please make note of your confirmation number:
XXXXXXXXXXXX.

Do not mail or fax this report to the EDD.

Confirmation Number: XXXXXXXXXXXX. Submission Date: 11/08/2012

Form Date	Federal ID No.	Employer Account No.	SSN
11/08/2012		xxx-xxxx-x	

Service-Recipient Name: LITTLE JANE
Address: 999 ANYSTREET
ANYCITY, CA 95814

Contact Person: Telephone: --

#	SSN	Independent Contractor Name and Address	Start of Contract	Amount of Contract	Contract Expiration Date	Ongoing Contract
1	xxx-xx-xxxx	Brian Contractor 1 Bonnyview Anycity CA 95814	07/05/2012	\$5,000.00	08/04/2012	No

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Done

Trusted sites

100%

Slide 93

Slide notes: Here you can see that the submission was successful. A printer friendly version is available here.



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[File Report of New Employee\(s\)](#)
[File Rpt of New Employee\(s\), DE 34 \(INER\)](#)
[File Rpt of New Employee\(s\), DE 34 \(INER\)](#)
[Contractors](#)
[Make Other Requests](#)

Account Last Updated: 11/7/2012 2:31:04 PM

EMPLOYMENT TAX

Account ID

XXX-XXXX-X

Filing Frequency

Quarterly

Payment Source

[Edit](#)

BANK OF AMERICA, N.A. - 2345

Balance

0.00

Pending Payments + Retur

-740.00

Effective Balance

[Pay](#)

-740.00

NAMES AND ADDRESSES

DBA Name

[Edit](#)

Legal Name

[Edit](#)

Residence Address

[Add](#)

Location Address

[Edit](#)

Mailing Address

[Add](#)

LITTLE JANE

999 ANYSTREET ANYCITY CA 95814

PERIODS

REQUESTS⁵

ACTIVITY

MESSAGES⁹

LETTERS

ATTENTION NEEDED¹ SEARCH

PERIODS FROM 08-NOV-2010

Change Date

Defaults

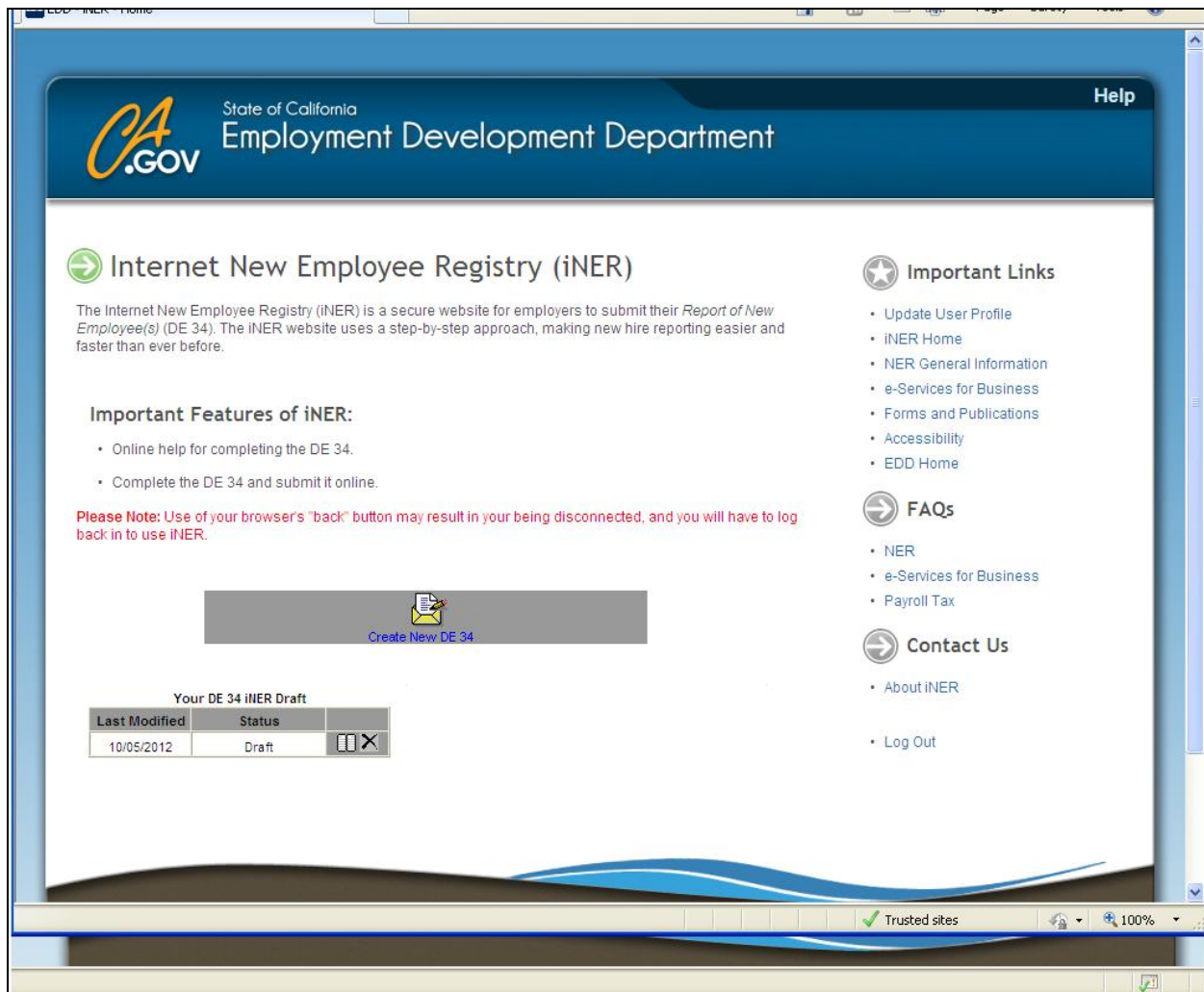
Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance
31-Dec-2012	Multiple Returns	Return List	Pay	0.00	0.00	0.00	0.00	0.00
30-Sep-2012	Multiple Returns	Return List	Pay	327.32	0.00	0.00	327.32	0.00
30-Jun-2012	Multiple Returns	Return List		388.76	0.00	0.00	388.76	0.00
31-Mar-2012	Multiple Returns	Return List		0.00	0.00	0.00	0.00	0.00
31-Dec-2011	Multiple Returns	Return List		264.26	52.84	2.02	319.12	0.00
30-Sep-2011	Multiple Returns	Return List		161.52	0.00	0.00	161.52	0.00
30-Jun-2011	Multiple Returns	Return List		260.46	26.05	0.03	286.54	0.00
31-Mar-2011	Multiple Returns	Return List		507.47	0.00	0.00	507.47	0.00
31-Dec-2010	Multiple Returns			671.36	0.00	0.00	671.36	0.00

If your payroll is now being reported by a Professional Employer Organization (PEO), you will need to select "Make Other Requests" from the I Want To... section.

File Rpt of New Employee(s)

Slide notes: Now we are going to report newly hired employees. Select "File Report of New Employee(s)."



Slide 95

Slide notes: Select "Create New DE 34."

State of California

Employment Development Department

Help

Employer Information

NOTE: If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the iNER system and will not update your address of record on the EDD's employer accounting system. Please see Name, Address, and Ownership Changes for information on updating your name and/or address.

Enter your employer information below.

Date	CA Employer Account No.	Branch Code	Federal ID No.
11/08/2012	XXXXXXXX	<input type="text"/>	<input type="text"/>
Business Name	Contact Person		
LITTLEJANE	<input type="text"/>		
Street	Telephone No.		
999 ANYSTREET	<input type="text"/> - <input type="text"/> - <input type="text"/>		
City	State	ZIP	
ANYCITY	CA	95814 - <input type="text"/>	

SAVE

NEXT

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Done

Trusted sites

100%

Slide 96


Slide notes: Enter your employer information on this page. When completed, select "Next."



State of California

Employment Development Department

Help



New Employee Information

Enter new employee information below.

Employee #1

First Name

MI

Last Name

Social Security No.

Brian

Employee

xxx-xx-xxxx

Street Address

City

State

3 Maplelake

Anycity

CA

ZIP

Start-of-Work Date (mm/dd/yyyy)

95814

07/05/2012

Employee #2

First Name

MI

Last Name

Social Security No.

Street Address

City

State

CA

ZIP

Start-of-Work Date (mm/dd/yyyy)

Employee #3

First Name

MI

Last Name

Social Security No.

Street Address

City

State

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Done

Trusted sites

100%

Slide 97

Slide notes: Enter new employee information on this page. When completed, scroll down to the bottom of the page.

EDD - INK - Create Employees

CA

ZIP Start-of-Work Date (mm/dd/yyyy)

Employee #5

First Name MI Last Name Social Security No.

Street Address City State

CA

ZIP Start-of-Work Date (mm/dd/yyyy)

Employee #6

First Name MI Last Name Social Security No.

Street Address City State

CA

ZIP Start-of-Work Date (mm/dd/yyyy)

SAVE **ADD** **NEXT**


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Slide 98

Slide notes: At the bottom of the page, select "Next."





State of California
 Employment Development Department


Help



 Review the DE 34 Information


Edit and submit the DE 34 information you have entered below.
 Your DE 34 has been saved as a draft.

Form Date 11/08/2012	Federal ID No.	Employer Account No. xxx-xxxx-x	Branch Code	
Business Name Address	LITTLE JANE 999 ANYSTREET ANYCITY CA 95814			
Contact Person	Telephone		--	
Employee # 1 Name Address	Brian Employee 3 Maplelake Anycity, CA 95814		SSN	
Start-of-Work Date 07/05/2012				Edit Delete


SAVE

ADD


SUBMIT


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 Trusted sites


 100%

Slide 99

Slide notes: The information you entered is now saved. If you need to edit or delete this information select this box. If the information is correct you can select "Submit" and send this request.

EDD - ICR - Confirmation/Submission

State of California
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Help

Submission Successful

[Printer Friendly Version](#)

Thank you for using iICR to submit your DE 542. Please make note of your confirmation number:
xxx-xxxxxxxxxxxx.

Do not mail or fax this report to the EDD.

Confirmation Number: xxx-xxxxxxxxxxxx. Submission Date: 11/08/2012

Form Date	Federal ID No.	Employer Account No.	SSN
11/08/2012		xxx-xxxx-x	

Service-Recipient Name	Address
LITTLE JANE	999 ANYSTREET ANYCITY CA 95814

Contact Person	Telephone
	--

#	SSN	Independent Contractor Name and Address	Start of Contract	Amount of Contract	Contract Expiration Date	Ongoing Contract
1	xxx-xx-xxxx	Brian Contractor 1 Bonnyview Anycity CA 95814	07/05/2012	\$5,000.00	08/04/2012	No

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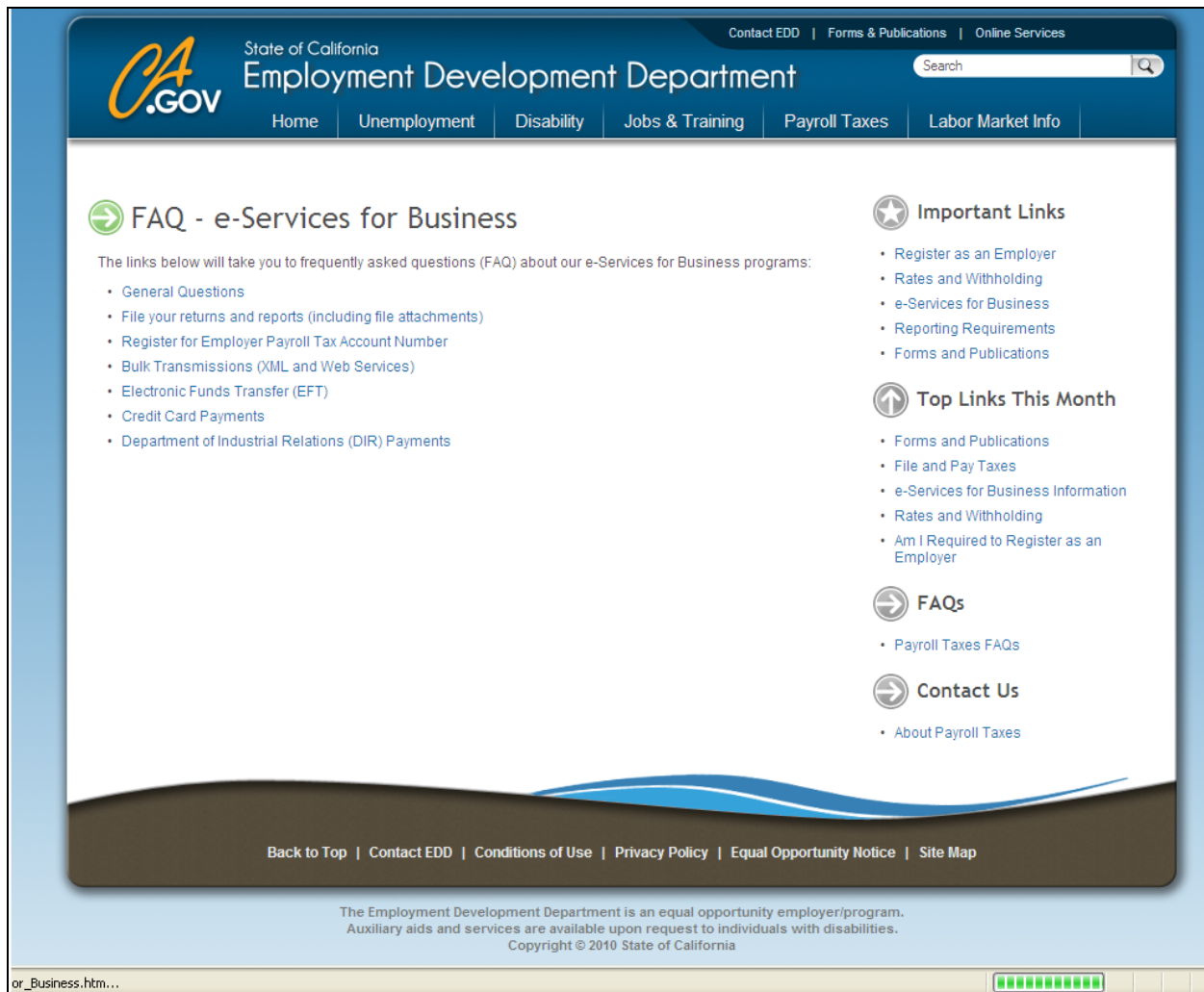
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http://edd.ca.gov/Payroll_Taxes/FAQ_-_e-Services_for_Business.htm

Trusted sites 100%

Slide 100

Slide notes: Here you can see that the submission was successful. A printer friendly version is available here. Visit our frequently asked questions for additional information.



FAQs

Slide notes: These links will take you to frequently asked questions about our e-Services for Business programs.

I want to log in to e-Services for Business as an Agent

www.edd.ca.gov
Taxpayer Assistance Center
1-855-866-2657

Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at (855)866-2657. Thank you for watching this tutorial on how to login and use e-Services for Business as an agent.